



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

**SILVERADO-MODJESKA
RECREATION & PARK DISTRICT
And
Silverado Children's Center
POLICY and PROCEDURES MANUAL**

**Approved by Resolution on:
January 23, 2024**

Confirmation of Receipt Policy

I have received my copy of the Policies and Procedures Manual for SILVERADO MODJESKA RECREATION & PARK DISTRICT (“SMRPD” and/or the “District”).

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the District. The District reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Board of Directors, no manager, supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board of Directors has the authority to make any such agreement.

Return this document to the President of the Board of Directors as soon as possible. Board of Directors shall return document within 30 days of beginning of term. Employees shall return signed document prior to start date of employment.

Director/ Employee Signature: _____

Printed Name: _____

Dated _____

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PURPOSE OF POLICY AND PROCEDURES MANUAL

The Silverado Modjeska Recreation and Park District Policy and Procedures Manual ("Manual") is designed as a guide for board members and employees of the Silverado Modjeska Recreation and Park District (SMRPD). Elected board members act as agents of the district with fiduciary responsibility to the community. It contains an overview of the operations of the district as well as approved policies, procedures and forms.

This Manual applies to the Board Directors and all employees of SMRPD and the Silverado Children's Center (SCC), and is in compliance with SMRPD's requirements as a public agency. This Manual supersedes all previous policies, written and oral, expressed and/or implied. The SMRPD reserves the right to modify, rescind, delete, or add to the provisions of this Manual from time to time in its sole and absolute discretion, upon approval by vote of the Board of Directors.

If any applicable laws have changed since the writing of this Manual, and if any portion of this Manual is determined to be unlawful or unenforceable because of such change or for any other reason, it shall not mean that the entire Handbook or any provision therein is not valid.

OVERVIEW

INTRODUCTION

The Silverado-Modjeska Recreation and Park District (SMRPD) was established on March 22, 1961 as a Recreation and Park District under authority of Resolution 61-305 of the Orange County Board of Supervisors after a vote by residents for its establishment. It is an independent special district with a locally elected board whose members serve overlapping four-year terms with elections every two years in even-numbered years. The directors are elected at large. The SMRPD's sphere of influence is determined by the Local Agency Formation Commission (LAFCO). Special districts are public agencies created to provide one or more specific services to a community. The enabling act for SMRPD is the Recreation & Park District law, *Public Resources Code Section 5780 et seq.* This can be found in the [California Special Districts Association's \(CSDA's\) Guide to Special District Laws and Related Codes](#).

The SMRPD is the public state agency with the authority to provide local recreation and parks programs and services within its boundaries. Its area encompasses 111.2 square miles, from the boundary of Orange County/Riverside County in the Trabuco District of the Cleveland National Forest on the east to Irvine Lake and Loma Ridge on the west. Specifically, SMRPD serves the communities of Silverado, Modjeska, Ladd, Black Star, Williams, Harding and Baker Canyons. According to the 2020 US Census, this area includes:

- 2,626 Residents
- 992 Total Households
- 1,103 Housing Units of which 88% are Owner Occupied
- Median value of owner-occupied Housing Units is \$749,500
- The Median Age is 48.7
- Median Household Income is \$107,885

- 95.9% of residents have graduated from high school, 41.9% have a Bachelor' degree or higher educational level
- 7.9% of residents are below the poverty level

A map showing the [SMRPD Sphere of Influence and boundaries](#) provides an overview of the area.

SMRPD owns and/or operates five facilities: Two community parks, two community centers and a children's center with two buildings on land leased from Orange County Parks.

SMRPD Facility	Size	Typical Uses	Notes
1. Silverado Community Park	1 Acre	Basketball, pickle ball, native plant garden, BBQ, swing set, playground, grass, picnic tables	Park purchased from Orange Unified School District
2. Modjeska Community Park	2 Acres	Basketball, grass, playground, gazebo, trails, picnic areas	Donated by former local water company
3. Silverado Community Center	2 Buildings	Large community events, weekly meetings, government meetings, civic groups, recreation programs, senior lunch program, summer concert series	Oldest building was former school
4. Modjeska Community Center	Former Fire Station	Recreation and art programs, community meetings, historical archives	Built by local residents to house volunteer firefighters' equipment
5. Silverado Children's Center	2 Buildings, playgrounds and Community Garden	Preschool care for up to 62 children per current license. Also houses Community Gardens	Self-sufficient/not funded by tax revenues. Leased property from OC Parks. Enterprise operation of SMRPD

FUNDING SOURCES

Silverado-Modjeska Recreation and Park District is primarily funded by tax revenue from the 92676 area code currently set at \$.25 for every \$100 received by the County of Orange Tax Assessor's Office. This income stream generally covers utilities and maintenance of the parks and buildings. Other income opportunities are from rental of facilities, grants, fund raisers and program fees.

In 2016, after major clean-ups and renovations of its properties, SMRPD increased facility rentals, expanded its recreation program and fundraising activities, raising an additional

\$20,000+ a year with exception during Covid-19 closures. These extra funds are utilized for deferred maintenance and upgrades to the facilities.

The Silverado Children's Center (SCC) is an SMRPD program classified as an enterprise activity and licensed through the State of California Department of Social Services. Enterprise activities are programs that are self-supporting, i.e., not supported by taxes but by the fees for the program. Due to demographic shifts and the closing of the adjacent elementary school in 2009, the Children's Center suffered financial challenges resulting in the necessity of SMRPD to assist in covering costs. In 2015, the SMRPD voted on a resolution that required the SMRPD to close the Silverado Children's Center if, at any time the Enterprise is unable to meet its fiscal obligations using existing income, donations, or SCC account savings.

SMRPD MISSION

Adopted in 2004, the SMRPD mission statement is: "To promote community well-being through programs and activities that protect, preserve and enrich the Canyons' heritage, open space and unique way of life." This mission statement enables the SMRPD to direct the activities of parks and recreation during normal times, while also acting temporarily to assist with emergency responses, including recovery efforts, together with local and state agencies, during times of disaster and crisis.

SMRPD GOALS

The SMRPD has the following goals:

- To operate its parks, community centers and children's center in a safe, clean and well-maintained condition
- To develop a robust recreation program that serves community needs
- To offer activities, programs and rentals that generate income and allow the SMRPD to expand and maintain its services
- To be fiscally responsible and use its resources for the greatest community benefit
- To be open to land acquisitions that promote its goals
- To be a resource to our community during times of disaster and crisis

SMRPD BACKGROUND

RECREATION PROGRAMS

In 2003, SMRPD began year-round recreation programs with varying activities. These programs may include, but are not limited to, Vinyasa and Tender yoga classes, Zumba, Pilates, Senior Lunch Bunch, Bible Study, AA, Thai Chi, ceramics and Rattlesnake Aversion training, to name just a few. In the past, Saturday morning and evening mountain bike rides, walking hikes, wildflower hikes, and special events such as a juggler's performance and classes for children have been popular as well. Recently, the District launched a popular series of summer evening concerts and barbecues. In the past, the program has included casino trips, children's cooking classes, dog obedience training and workshops for parents and childcare providers. The "Brown Baggers," a senior citizens group, has met weekly at the community center; a book club led by a local university professor and various environmental classes and workshops have been offered at the Tucker Wildlife Sanctuary in Modjeska Canyon. Over the course of a year, thousands of

residents and non-residents participate in the SMRPD sponsored and supported recreation programs. Classes take place at each of the community centers and parks. A growing number of people from outside the canyon are participating and attending our events. There are also periodic fund-raising activities such as the Rattlesnake Aversion Training program, as well as Blood Drives for American Red Cross.

COMMUNITY CENTERS

Silverado Community Center

The Silverado Community Center is adjacent to Silverado Park, site of the first schoolhouse in the canyon. In 1961, Orange Unified School District transferred title of the property to the Park District. Over the years, Orange Unified had replaced the first adobe school building with two additional buildings. When the Park District took over, it converted the school into a community center with a kitchen and meeting room. In 1996, threatened by loss of the lease for the local library, a community group partnered with the Park District to add a second building. This building contains a large print library, large meeting/exercise room and two bathrooms.

In 2006, SMRPD received more than \$250,000 in state grants to renovate the original building. A row of boarded up clerestory windows was uncovered; heating and air conditioning systems were replaced; the deteriorating deck was replaced by concrete and a rubberized floor suitable for exercising and active play was installed.

Groups that use the community center on a regular basis include Alcoholics Anonymous (AA), Inter-Canyon League, SMRPD, Canyons Conservancy Fund, and Fire Safe Council. SMRPD's recreation program uses it for a variety of classes and activities. It is rented frequently by the Children's Center for fund raising and other events. Local residents book it for private activities such as weddings, birthday parties, holiday dinners, home schooling, and meetings. Large-scale events at the Center include, but are not limited to, the annual Silverado Country Fair, Pet Vaccination Clinics, Rattlesnake Aversion Training, blood drives, and Volunteer Firefighter Pancake Breakfasts. These events attract as many as 1,000 visitors a day. The Center is also used for community-wide meetings, such as forums for election candidates and information sessions for the canyon residents. It is also registered as a Cooling Center through the County of Orange.

Modjeska Community Center

In 1947, a group of residents built a volunteer fire station in the heart of Modjeska Canyon. After Orange County constructed a new station across the street, SMRPD took over the building in 1970. The District walled off the front roll-up door and converted it to a community center with a large meeting room, kitchen, bathrooms, storeroom and janitorial room. In the rear, a shed provides additional storage. Since then, the community has used the center for a number of activities, including dance classes for canyon children, yoga, ceramic classes and AA meetings. The Center has been rented for wedding receptions and other private events. It also operates as a Cooling Center.

In 2016, SMRPD spent approximately \$65,000 to remodel the Modjeska Community Center. Renovations included adding front and rear patios, shade sails, new lighting, paint, and screens.

COMMUNITY PARKS

Silverado Community Park

The Silverado park consists of a large grassy area, picnic tables, basketball and pickle ball courts, racquetball walls and play structures. Lights are available for night activities. On a weekly basis, the park is used by Mommy and Me Groups, home schooling organizations, sports programs and daily by about 15-20 children and 10 adults. Increasing numbers of residents bring their dogs to the park.

In 2001, SMRPD received a \$43,959 California Integrated Waste Management grant to replace the aging Miracle Play structure and broken swings. Durable and highly resilient *Vitriturf* replaced sand around the play structure and the new swings, slides and climbing gym were ADA compliant. The installation was done by a canyon resident. In 2015, SMRPD built a gazebo in the Silverado Park for use at weddings and other events. In 2022 SMRPD received a Per Capita Grant to renovate the play area. That renovation is in progress.

Modjeska Community Park

The park is across the street from the Modjeska Community Center and adjacent to the local volunteer fire station. It consists of a lighted basketball area, handball wall, large expanse of grass, picnic tables, play structure, barbecue and native plant garden. There is also a portable ADA compliant bathroom. A small trail behind the main area leads up a hill to a gazebo with stunning canyon views. The park is used by children and adults, with a sizable group bringing their dogs regularly. In 2022 SMRPD received a Per Capita Grant to renovate the play area. That renovation is in progress.

Both parks are maintained by a landscaping service on a weekly basis.

SILVERADO CHILDREN'S CENTER

Founded in 1990, the Silverado Children's Center, a Nature Preschool, is located on Santiago Canyon Road between Silverado and Modjeska canyons.

The Silverado Children's Center (SCC) is an SMRPD program and operates as an enterprise activity of SMRPD. Enterprise activities are programs that are intended to be self-supporting, i.e., not supported by taxes but by the fees for the program. SMRPD relies upon the revenues from the school to support the programs and related expenses.

Due to demographic shifts and the closing of the adjacent elementary school in 2009, SCC suffered financial challenges resulting in the necessity of SMRPD in covering costs. In 2015, the SMRPD approved a resolution that required the SMRPD to close the Children's Center if at any time the Enterprise is unable to meet its fiscal obligations using existing income, donations, or SCC account savings.

The Center sits on the hill immediately behind the Library of the Canyons. The school is comprised of two large modular units, wrap-around decks, two playgrounds, animal pens and a large parking lot.

SCC has a "Day Care License" serving children ages two to six (2-6) years of age. SCC is licensed through the State of California Department of Social Services – and SMRPD is the license holder. The Program Director reports to the SMRPD Board, and the SMRPD has an

"Oversight Committee" in place with 2 appointed board members to oversee and support the school.

The Center's mission is to encourage each child's social, emotional, cognitive and developmental growth to the maximum possible extent. The goal is to help children learn positive ways to interact with the world, practice principles of fairness and integrity, demonstrate respect for others, appreciate the environment and ultimately create a solid foundation for their future life. The Center offers a curriculum that incorporates appreciation of nature's handiwork, care for all living animals and a respect for the environment.

SCC is a year-round preschool program, with rolling enrollment for children starting on their 2nd birthday through the day before they turn 7-years-old. In addition to the year-round program, SCC also offers a "Kid's Club" program, for children aged 4-6, with care during the summer months. The most updated information about current programs and schedules can be found on the school's website at www.silveradochildrenscenter.com.

In the past, the school also had a school-aged program (ages 6+), but relinquished this license in 2015 to concentrate on the preschool age program (due to both lack of demand AND complexities in logistics to host both programs). In the past, the SCC Program Director also staffed/operated a school-aged summer program, offered by the SMRPD. With growth in the standard preschool program and demand on staffing, this program was also discontinued.

SMRPD prohibits discrimination based on disability in all services, programs and activities. SMRPD has reviewed its services, programs and activities to identify any physical barriers or policies, practices or procedures that may limit or exclude participation by people with disabilities. Those that would limit or exclude individuals with disabilities have been reasonably modified, unless doing so would result in a fundamental alteration in the nature of the service, program or activity.

Since passage of the Americans with Disabilities Act in 1990, SMRPD has kept its provisions in mind when renovating and improving its facilities.

The school is also supported by the independently operated "Friends of Silverado Children's Center"- a 501c(3) non-profit organization incorporated in June 2021. As required by SMRPD, the bylaws of the Friends states that a member of the SMRPD Board of Directors sits on the Friends of SCC board as well.

OPEN SPACE AND TRAILS

Outdoor recreation represents one of the greatest gifts of the canyons and thousands of people each year enjoy hiking, biking, horseback riding, and driving through its mountains. Protecting one of the last large blocks of natural habitat in Southern California, the canyons offer broad washes bordered by sycamore and willow riparian habitats, oak woodland, native and non-native annual grasslands and coastal sage scrub. The largest tributary of Orange County's major river, the Santa Ana, originates in the canyons at Santiago Peak and provides critical habitat for many birds and mammals. In partnership with the Irvine Ranch Conservancy, OC Parks offers a number of hikes, trail rides, biking events and interpretative walks in the canyons. In 2004, SMRPD adopted the Silverado-Modjeska Master Plan of Trails. The framework was the Silverado Modjeska Community Plan and Environmental Impact Report (DEIR 096) prepared by the Environmental Planning Agency and distributed on November 23, 1976. The DEIR included a number of non-paved, multi-use riding and hiking trails.

Goals of the Silverado-Modjeska Master Plan of Trails:

1. Provide a useful, enjoyable, safe and efficient riding and hiking trail system for the District, and to meet the needs and desires of the community.
2. Create trail linkages between open space and recreation facilities; between community, municipal, state and federal trail systems, and create connectivity to surrounding communities.
3. Create partnerships between governing agencies, landowners and Conservancies which overlap the District, ensuring implementation of the Master Plan of Trails, and allowing for efficient acquisition, development and operation of the trail system.

Among the difficulties in trail management are that multiple entities control various portions of trails throughout SMRPD's sphere of influence. For example, the Cleveland National Forest Service controls eight major and numerous minor trails within its area; Orange County Harbors, Beaches and Parks includes nine local trails on its maps, and the Irvine Ranch Land Reserve has five currently active trails on its properties. Trails are also within private properties.

Within the canyons, organizations and agencies that manage natural resources include:

Resource	Managing Agency/Organization	Location	Acres	Notes
Modjeska and Silverado Community Parks	Silverado Modjeska Recreation and Park District	Modjeska and Silverado Canyons	3	Picnic tables, basketball courts, grass, playgrounds and trail behind Modjeska Park
Tucker Wildlife Sanctuary	Environmental Nature Center	Modjeska Canyon	12	Trailhead to Cleveland Natl. Forest. Bird sanctuary. Group tours.
Modjeska House and Garden	Orange County Harbor, Beaches & Parks	Modjeska Canyon	12	Designated a National Historic Landmark. Open for tours four days a month.
Modjeska Canyon Nature Preserve	Orange County Harbor, Beaches & Parks	Harding Canyon	689	Varied native habitats. 1.5-mile trail. Santiago Creek. 4,500 visitors/yr.
Limestone Wilderness Park	Part Orange County, part Irvine Ranch Land Reserve Trust	Along Santiago Canyon Road near Modjeska	2,200	Beautiful geological formations, popular with hikers, mountain bikers and naturalists
Irvine Ranch Land Reserve	Irvine Ranch Land Reserve	Silverado, Black Star and Santiago canyon areas	11,000	The "Yosemite" of Orange County. Rich in environmental diversity. The Nature Conservancy has conservation easements.

Resource	Managing Agency/Organization	Location	Acres	Notes
Cleveland National Forest	National Forest Service, U.S. Dept of Agriculture	Surrounds all canyon areas	567,000 total 150,000 Trabuco	850,000 visitors per year. On summer weekends, 200-300 cars per day drive to the gate; probably 500-600 forest visitors per day.
Irvine Lake	Serrano Water District	Northwest of Silverado Canyon		
Various parcels	Trust for Public Land	Scattered		

SMRPD RESPONSIBILITIES

Members of the Board of Directors, who are public officials, and the District employees are the Board's representatives. Both are bound to uphold the Constitution of the United States and carry out the laws of the State of California. District officials and employees are required to carry out their acts with the highest standards of morality and discharge faithfully the duties of their offices, recognizing that the public interest must be their primary concern.

FAIR AND EQUAL TREATMENT

Preferential consideration of the request of any individual citizen, or group of citizens, shall not be given. SMRPD is a steward of public funds utilized by the park district.

DIVERSITY & INCLUSION POLICY

The District is dedicated to creating and maintaining an atmosphere of diversity and inclusion for all.

Community values are important, and are only made better by gathering the experiences, knowledge, and perspectives of people from all walks of life. We celebrate differences in age, race, ethnicity, national origin, religion, physical and mental ability, sexual orientation, gender identity or expression, family and marital status, and all the various backgrounds that help shape us all.

The District's commitment to diversity applies to hiring practices, promotions, pay and benefits, terminations, training, teambuilding, and more. Prospective employees and current employees alike are expected to treat each other, and be treated, with respect and dignity. We seek to foster an environment that promotes:

- A healthy, collaborative, and courteous atmosphere.
- Engagement from all employees and residents that allows for more varied insights.
- Adjustability, where appropriate, to allow for an individual's personal needs.
- Initiatives from the District and its employees that encourage growth in the community.

The District is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity or expression, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by District policy. Such conduct by or towards any employee, contract worker, community resident, vendor or anyone else who does business with the District will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom the District does business engages in unlawful harassment or discrimination, the District will take appropriate corrective action.

USE OF PUBLIC PROPERTY

No Board member or District employee shall use District owned equipment, materials, labor, property or confidential information for personal gain or profit.

GIFTS

In addition to the requirements of State law and regulations, no Board member or District employee shall accept, directly or indirectly, any gift including money, any service, favor, entertainment, hospitality, loan or any other thing of value from anyone who is doing, or is seeking to do business of any kind with the District, or whose activities are regulated or controlled by the District, under circumstances from which it reasonably could be inferred that the gift was intended to influence him/her in his/her official capacity, or was intended as a reward for any official action on his/her part.

POWERS OF THE BOARD

The Board powers are defined in Article 7 of the Public Resources Code (*Sections 5786 et seq.*).

In developing District policies, the Board should:

- Define the District's objectives and goals
- Carry out its legal responsibility and adopt procedures for the operation of the District
- Maintain its existing properties
- Contract with staff/workers to provide strong management and support
- Approve financial plans and budgets
- Encourage the development of a broad variety of recreation programs, within District budgetary limitations, that meet community needs and demands
- Inform and educate residents of the District about the importance of recreation and park programs, facilities, and services in the community
- Work with community agencies and local residents cooperatively to provide economical recreation
- Work with local, state, and federal agencies and organizations on disaster or crisis response on a temporary basis.

REQUIREMENTS TO BE ON THE BOARD

ETHICS TRAINING

By *Government Code §53234, et seq.*, board members and supervising and/or those working with public funds, are required to take ethics training courses as required under AB 1234 once every two years. Non-supervisory employees must take one hour of ethics training. Ethics training must be completed prior to December 31st in the year of appointment or prior to beginning work on behalf of the district. After the initial training, the official and employee must complete training every even numbered year thereafter. The training must cover both ethics laws and ethics principles, recognition of bullying and understanding of gender identification. To meet these requirements, self-study materials can be downloaded at no charge. The materials consist of a handbook entitled “Government Ethics Handbook for AB 1234 Compliance,” a self-assessment test and answer key, and proof of completion certificate. After reading the Government Ethics Handbook, the public official must take the self-graded assessment test. The official will then fill out the certificate of completion. Certificates of completion will be filed with the SMRPD public records, currently housed at the Hunt Building in the SMRPD filing cabinet as public records and uploaded online on the SMRPD’s OneDrive account and must be retained for five years. Each board member and employee should keep a copy of the certificate of completion for his or her own records. Online tests and certification are available.

SEXUAL HARASSMENT TRAINING

Board members and employees are required additional training by Govt. Code Section 53237.1:

- (a) If a local agency provides any type of compensation, salary, or stipend to a local agency official of that agency, then all local agency officials of that agency shall receive sexual harassment prevention training and education pursuant to this article. A local agency may also require any of its employees to receive sexual harassment prevention training and education pursuant to this article. CAPRI, the insurance provider for SMRPD, requires all Directors to take two hours of Sexual Harassment training every two years.
- (b) Each local agency official, or employee who is so required, shall receive at least two hours of sexual harassment prevention training and education within the first six months of taking office or commencing employment, and every two years thereafter.
- (c) An entity that develops curricula to satisfy the requirements of this section shall consult with legal counsel for the entity regarding the sufficiency and accuracy of that proposed content. An entity is permitted to include local sexual harassment prevention training and education policies in the curricula.
- (d) The training and education required by this section shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing the local agency official in the prevention of sexual harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of sexual harassment, discrimination, and retaliation.

(e) A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in person, or online.

(f) All providers of training courses shall provide participants with proof of participation to meet the requirements of this article.

(g) A local agency shall provide a recommendation on training available to meet the requirements of this article to its local agency officials and its employees at least once in written form before assuming a new position and every two years thereafter.

(h) A local agency official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies he or she serves.

Program is available online.

FORM 700: STATEMENT OF ECONOMIC INTERESTS

Board members, the General Manager and the SCC Director are required to file a Form 700 Statement of Economic Interest disclosing financial interests every year. The form is filed with the Orange County clerk's office and due April 1st. Board members and employees are also required to file a Form 700 within 30 days of assuming or leaving office or prior to start of work. Forms are available online.

BROWN ACT (GOVT CODE 54950-54960.5)

The Brown Act is the open government and meeting law for California local public agencies.

Under the Brown Act, an agency generally must:

- Post notice and an agenda for any regular meeting, including on the website; mail notice at least three days before regular meetings to those who request it, post notice of continued meetings, deliver notice of emergency meetings at least one hour in advance to those who request it and post notice of special meetings at least 24 hours in advance
- Notify the media of special or emergency meetings if requested; allow media to remain in meetings cleared due to public disturbance
- Hold meetings within the jurisdiction of the agency except in limited circumstances, and in locations accessible to all, with no fee
- Not require a sign in for attendance
- Allow non-disruptive recording and broadcast of meetings, and let the public inspect any recordings made by the agency of its open meetings. The agency may destroy recordings it made after 30 days
- Allow the public to address the board at regular and committee meetings on any item in the agency's jurisdiction not addressed by the agency at a previous open meeting
- Conduct only public votes; no secret ballots
- Treat documents as public "without delay" if distributed to all or a majority of members of a board before or at the meeting, unless they are exempt under the Public Records Act
- Address only items listed on the posted agenda
- Hold closed sessions that meet the Brown Act requirements and provide safe harbor notice of those closed sessions

- Allow the Board Chair/President to create two-person ad hoc committees to address temporary, specific matters without Brown Act compliance.

Additional information is available in the Brown Act and in the Appendix.

BOARD MEMBER RESPONSIBILITIES

The Board determines District policy subject to statutory requirements.

BOARD RELATIONSHIPS

With Workers/Staff

The Board shall adopt personnel policies that set the terms and conditions of employment i.e., hiring, hours worked, promotion, benefits, termination, etc. subject to the provisions of state law. These policies must address harassment and use of alcohol and drugs in the workplace. This includes employees of the Silverado Children's Center (SCC).

The Personnel Committee will be responsible for addressing problems related to personnel issues. Concerns will be presented by the Personnel Committee in a closed session to the entire Board. Performance reviews will be undertaken and evaluated once a year by the Personnel Committee. The Director of the Silverado Children's Center will conduct performance reviews for the school, together with the Chair of the Silverado Children's Center Oversight Committee. Performance reviews are available in the Appendix under Forms.

With the District

Board members should be familiar with the characteristics of a well-balanced community recreation and park district attuned to local recreation needs.

Board members should regularly visit and monitor SMRPD facilities, including community centers, parks and the children's center. On these visits, board members should pay particular attention to issues related to safety, proper maintenance and landscaping. Of special concern are items dropped at the community centers or parks that serve no purpose for SMRPD activities or that clutter SMRPD properties. All such items should be removed promptly.

Board members shall study financial reports and all other agenda materials prior to Board meetings and be familiar with issues in advance of said meetings.

With Other Agencies

SMRPD should coordinate with other local planning authorities, parks and recreation departments, nonprofit agencies and local community groups to ensure the continued provision for community parks and recreation and be the community liason during times of disaster and crisis.

The District shall consider membership in organizations that further the goals of the District.

With the Public

The Board will conduct District affairs in a manner that ensures public respect and support and guarantees the integrity of the District in the community.

The Board will adhere to the Brown Act and comply with Public Records Act requests as provided by the Act.

The Board will welcome suggestions and constructive criticism from the public.

The Board will represent the interests of the entire community responsibly and responsively.

BOARD ELECTIONS

GENERAL

The Board consists of five directors elected at large at a general election held in November during even numbered years at the same time as the general State elections. Each Director shall serve for a term of four years, said term beginning and ending at noon on the last Friday of November. The terms shall be staggered so that three directors' terms expire on one election date and the remaining directors' terms expire on the alternate date.

OATH OF OFFICE

Prior to taking office, each elected or appointed director shall take the official oath.

ORIENTATION OF NEW MEMBERS

The Board will help each new director understand the Board's functions, policies and procedures before he or she takes office.

FILLING VACANCIES

In case of a Director vacancy, the Board may seek an individual to fill the position or may call a special election. The Board will post the position to the public and advertise the opening in local publications for at least 15 calendar days before appointment. After interviewing applicants the Board shall select an individual by majority vote. The new member shall meet the qualifications for Director as stated by the State of California and the County of Orange.

BOARD STRUCTURE

OFFICERS

On an annual basis at the first meeting in December, the Board shall elect new officers. The Board members shall rotate positions of President, Vice-President, Treasurer, Secretary, and unassigned Director. No member shall hold a single position for more than one year without a majority vote of the Board.

Majority vote means the vote of a majority of the members of the Board or three members of a five-person Board (*Public Resources Code Section 5784.13*).

RESPONSIBILITIES OF OFFICERS

President

The President shall:

- Be responsible for preparing each meeting's agenda and ensuring agendas are forwarded to the secretary for posting with sufficient advance notice

Conduct the meeting in compliance with the law, Brown Act and Roberts' Rules of Order

- Appoint committee members
- Call special meetings
- Handle relationship with the Board's attorney and insurance representatives
- Ensure that SMRPD complies with various legal requirements for its activities and functions
- Handle correspondence directed to SMRPD in coordination with Secretary and other Directors
- Provide oversight of the SMRPD Administrator and General Manager

Vice President

The Vice President shall perform the duties of the President in the President's absence.

Treasurer

The Treasurer shall:

- Maintain accurate financial records for SMRPD, including the Silverado Children's Center
- Review monthly financial reports including the bank reconciliation prepared by the bookkeeper and compare with bank statements and other records prior to the Board meeting
- Process and pay bills in a timely manner
- Sign and mail checks promptly. If unavailable to sign checks, ensure that another Board member does so
- Keep record of all SMRPD expenditures approved in Board meetings and monitor fulfillment
- Provide the Board with a monthly review of all revenue and expenditures and a comparison to the annual budget
- Provide oversight of bookkeeper. If bookkeeper is an employee, participate in annual review of the bookkeeper's work
- Work with outside auditor on annual audit or with County if annual audit is not required by law
- Prepare annual budget before March Board Meeting. Place notice in newspaper as required by law
- Ensure that final budget is adopted by Board vote by March Board Meeting
- Handle financial relationship with Orange County, including fund transfers and transmittals
- Write and send thank you letters to donors as requested or required
- Take annual inventory of all District property each August prior to outside audit

Secretary

The Secretary shall:

- See that minutes are taken at all SMRPD meetings as required by the Brown Act and that they are corrected as needed

- Ensure that District paper files include copies of monthly staff reports, auditor's report, accident reports, incident reports, property records and inventories, quarterly financial reports, personnel records and annual reports. The files should include all correspondence to and from the Board
- Handle SMRPD paper files in compliance with SMRPD's required document retention policy
- Respond to correspondence at direction of President
- Make sure that final versions of agendas and minutes are posted to SMRPD web site and hard copies placed in the SMRPD file cabinet. Minutes should include all pertinent items presented to the Board at the meeting, such as the Silverado Children's Center Report, letters, etc.
- Serve as the point of contact for Form 700 collections from each Board member annually and for collecting evidence that each Board member completes ethics and sexual harassment training every two years
- Together with the President prepare information on the Board for release to the media or other interested agencies
- Supervise the SMRPD web site and social media posts

BOARD COMMITTEES

A standing committee may consist of only two Board members, as three members constitute a quorum and represents a full Board meeting. The President appoints standing committees.

All standing committees shall meet either monthly or quarterly, currently the third Tuesday of the month, or as otherwise scheduled, and report at monthly General Board meetings.

An **ad hoc committee** is not governed by the Brown Act and is for a temporary period of time to address a specific issue or event. The President may appoint ad hoc committees as the need arises. Such appointment may be outside a meeting but then must be announced to the Board.

STANDING COMMITTEES

Stand Committees are on-going committees and are subject to the Brown Act. They are as follows:

Children's Center Oversight Committee

Comprised of two Board members, this committee meets monthly to oversee all activities at the Children's Center and ensure that it provides a safe and nurturing environment for children, complies with all licensing and legal requirements, and is fiscally responsible. The Committee oversees the Children's Center Director.

Facilities Maintenance and Safety Committee

Oversees maintenance and safety of all SMRPD facilities and property. Meeting monthly, it continuously reviews maintenance and repair needs and ensures repairs and upgrades are made in a timely and proper manner. The committee shall recommend action concerning facility development and maintenance and oversee its completion. This committee also is in charge of the District's safety program, conducting a quarterly inspection of all facilities and parks and doing quarterly Safety Reports as required by our Insurer. The committee also oversees all vehicles, ensuring the proper registration and legal requirements are met, that vehicles are

operated safely and that they are kept in safe mechanical condition. Key control is also the responsibility of this committee. The committee is the liaison between the Board and the caretaker, maintenance workers, and others working on facilities. The committee also oversees the Administrator for facility rentals and is responsible for developing and maintaining all forms and procedures related to facility rentals. The committee is responsible for reporting on facility rentals at each Board meeting.

Finance Committee

Usually made up of the Treasurer and another member who has knowledge of district finances (often the President), this committee prepares and reviews the District budget prior to submission, makes sure that the legal procedures for budget adoption are followed (including legal publication), reviews monthly income and expenditures in detail (including those of the Children's Center), oversees financial procedures and forms, maintains financial controls and proposes financial policies. The committee also is responsible for implementing recommendations from the annual audit. The committee works with the bookkeeper and the SCC Director and staff to ensure proper fiscal oversight and reporting.

Fundraising Committee

This committee has responsibility for all SMRPD fundraising activities including publicity and outreach, fliers and signage.

Insurance Committee

Oversees and interacts with insurance carrier to assure that all insurance requirements are met. President and one other director will be on this committee. President will interact with CAPRI. The committee is responsible to assure that insurance requirements are met with regard to facilities, vendors and that necessary Certificates of Insurance are provided to St. Michael's and OC Parks, as required. The committee chair is responsible for ensuring that additional Certificates of Insurance are prepared and forwarded each year as required, such as for St. Michael's Abbey and Orange County.

Open Space and Trails Committee

This committee monitors open space and trails within the District and is responsible for managing and maintaining District-owned trails. In addition, the committee interacts, coordinates and implements trail activities and events with other local agencies and with the County.

Personnel Committee

Made of members of the Facilities and the SCC Oversight committee, this committee assesses personnel needs, reviews personnel and administrative procedures, oversees annual reviews, and recommends personnel actions and salary adjustments as needed. The committee is responsible for making sure personnel files are complete and accurate and that contracts are updated at the end of every year. It also interfaces with employees regularly and as needed. In November, the committee may make recommendations for holiday bonuses based upon input from direct supervisors. Reviews will be completed by direct supervisors: i.e., the Facilities Committee will review Caretaker and Maintenance, the Silverado Children's Center Director will review Children's Center personnel, and the Silverado Children's Center Oversight Committee will review Director of Children's Center.

Recreation Committee

This committee oversees the District's recreation program, developing and implementing new programs and activities as needed. The committee is responsible for overseeing all forms and procedures related to the recreation program, including instructor/facilitator contracts, collection of insurance waivers and collection of revenue from instructors. Publicity of SMRPD activities also belongs to this committee. The committee works closely with the Administrator overseeing the recreation program.

Website & Communications Committee

This committee is comprised of the Secretary and another board member that is familiar with websites and social media. The committee works with the Webmaster to update and maintain SMRPD's on-line presence, including its website, email list, advertising on other websites, Facebook page, NextDoor, etc.

DIRECTORS COMPENSATION

MEETINGS

While the Directors are eligible to receive compensation for meeting attendance as specified in the Public Resources Code, in January 2015, the Board suspended its compensation indefinitely.

CONFERENCE AND TRAVEL REIMBURSEMENT

Directors and employees can be reimbursed for the expenses of attending seminars, conferences and continuing education in accordance with the following restrictions.

1. All conferences must be authorized under Govt. Code Section 53232.1 (a) and (b), as that may be amended from time to time.
2. Without additional prior authorization from the Board, the following limitations apply
 - Conference fees: Each Board member may expend up to \$500/fiscal year to attend authorized conferences. Scholarships and remote attendance are encouraged.
 - Lodging: Each Board member may expend up to \$150 per day for lodging. If the conference provides lodging, that lodging must be used if available. This amount does not include taxes and other room charges. Any room service charges must be included within the allocated cost of food items.
 - Food: When food is included in the conference price, no reimbursement will be made. Other necessary meals will be reimbursed at the current IRS rate.
 - Mileage: Travel by vehicle as well as mileage at the current IRS rate from the District offices.
 - Miscellaneous items, such as parking: Parking above that which is included with room costs will be reimbursed at the actual rate paid.
3. In order to be reimbursed, any amounts different from or in excess of those set out in Section 2 above must be authorized by the vote of a majority of the Board before the costs are incurred.
4. No expenses will be reimbursed without receipts for each item claimed.
5. In the event of an inconsistency between the provisions of this Policy and state law, the provisions of state law shall prevail.

BOARD MEETINGS

It is the intent of the Board that deliberations be conducted, and actions taken openly. The Board shall schedule and conduct all meetings pursuant to the Ralph M. Brown Act (generally, *Government Code Sections 54950 through 54963*). The Brown Act can be found in the Appendix.

REGULAR MEETINGS

The Board shall hold its regular meeting on the designated Tuesday of each calendar month at 6:30 p.m. at a place designated by the Board of Directors. The order of business shall include an opportunity for the public to address the Board. Meetings are to be adjourned by 9:00 p.m. subject to extension by motion of the Board. Currently the Regular Meetings are held on the 4th Tuesday of the month.

Notification of Meetings

Agendas of regular meetings will be posted at least 72 hours prior to the meeting. Agendas will contain a brief general description of each item of business to be transacted or discussed. The description must be sufficient to allow the public to determine what the items are about. Notices shall be posted on the web site and at a location freely accessible to members of the public. Notices of all meetings shall be sent to any person who requests them in writing, for a period of one year.

Rescheduling of Meeting and/or Place; Special Meetings

If a regular meeting falls on a holiday, the meeting shall be rescheduled for the next business day in accordance with *Government Code 54954*. Otherwise, meetings may be rescheduled as follows:

- By adjourning the meeting to a time and place designated in the adjournment order with a notice being posted at or near the door of the regular meeting place within 24 hours of said adjournment. (*Government Code Section 54944*)
- By continuing the regular meeting and posting notices of the same manner within 24 hours of said continuance. (*Government Code Section 54955*)
- By passing a resolution that changes the meeting time and/or place
- By calling a special meeting to discuss only the items on the published agenda, provided 24-hour notice has been given to each Board Director and the public. (*Government Code 54956*)

EMERGENCY MEETINGS

An emergency meeting can be held if the board determines there is a dire emergency such as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that it requires a legislative body to provide one-hour notice before holding an emergency meeting. It may endanger public health, safety, or both, as determined by a majority of the members of the legislative body. (Gov't Code § 54956.5(a)(2)). At the conclusion of such meeting, the minutes of the meeting, a list of persons who the legislative body notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting must be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

(Gov't Code § 54956.5(e)). Furthermore, as a general rule, emergency meetings may not be held in closed session.

CLOSED SESSIONS

The Board may hold closed sessions to consider personnel matters, property acquisitions, or threatened pending litigation, among other items. Information regarding such closed sessions shall be provided either on the agenda or announced before the commencement of the meeting. (Government Code 54957).

Always consult the Brown Act for questions or concerns a copy of which can be found in the Appendix.

PARLIAMENTARY PROCEDURE

In matters not covered the by Public Resource Code, or by rules of the Board, Robert's Rules of Order shall govern procedure.

CONTROL OF PROPERTY

All Board members and staff shall have the responsibility of protecting District property by properly using and securing the property and by preventing or reporting any abuse occurring to any District property.

KEY CONTROL

Each Director shall receive a set of keys related to their Board functions. All Board members will receive keys to the community centers. A lockbox with each District key is maintained and Board members have the access code. Once a year, a key audit will be conducted. Lost keys shall immediately be reported to the Board.

PORTABLE EQUIPMENT

A record and instruction manual of all portable equipment shall be kept indicating its description, purchase date, cost and storage location. Each item shall be signed out as used. Equipment may be loaned to other governmental agencies or service groups if proper instruction in its use is given.

INVENTORY

The treasurer will conduct an annual inventory update each August of all District property. The inventory shall be continually updated.

RECORDS AND REPORTS

Records and reports shall be maintained in a locked file cabinet and online on OneDrive (effective 2021) containing an account of contracts, staff reports, auditor's report, accident reports, incident reports, property records and inventories, financial reports, personnel records, Board correspondence and annual reports. Older files are kept in a locked storage room at the Modjeska Community Center. Documents will be separated into public/non-public documents OR to respond to a California Public Records Act request, all documents should be identified and then reviewed to confirm they are public. *(Please see Document retention policy in Appendix.)*

BUDGET

The Finance committee shall prepare a draft annual budget for the SMRPD and work with the SCC director and staff to prepare a budget for the SCC so that both can be presented to the Board in February. The Board will vote on the proposed preliminary budgets no later than the March meeting, after which notice of the approved budgets will be published in the legal section of a newspaper at least thirty (30) calendar days prior to the adoption of final budgets no later than the April meeting. The budgets shall be divided into classifications that include revenues and expenditures, fund balance from the previous year, taxes (including exemptions to be reimbursed by the State), grants, fees and charges. The Board shall review the budgets and expenditures on a monthly basis. Please see information on posting in the Appendix.

RECEIPT OF FUNDS

All monies received by the District shall be documented on a Deposit Form. The amounts shall balance with stated purpose of the revenues and shall be deposited within 24 hours of receipt by the bookkeeper. A copy of the Deposit Form can be found in the Appendix under Forms.

REFUNDS

The District shall give no refunds of money for registration in programs unless classes are canceled due to lack of participants or other unforeseen circumstances and under exceptional circumstances of participants. If a participant requests a refund, the District must have the request in writing together with valid proof of circumstances. Refunds for facility rentals will follow the policy outlined on the rental agreement, unless the Board determines otherwise.

AUDITS

The District records, accounts and procedures shall be audited annually by an independent Certified Public Accountant unless otherwise allowed by law.

SMRPD FINANCES

The SMRPD is responsible for handling public funds. Board members are signatories on SMRPD accounts. The Board of Directors will carefully consider all requests for payment or reimbursement from the district and will resolve these claims with checks drawn by the Treasurer. It is the fiduciary responsibility of board members to follow all policies and procedures put in place to protect public funds. (Public Resources Code Section 5788.23 (b)).

Upon election or appointment of new board member, a resolution must be completed authorizing new signatories. Once this resolution is approved and the minutes of the meeting are approved at the following board meeting, the bookkeeper shall schedule an appointment with all five directors at a local Bank of America branch for new signature cards. Only authorized board members are allowed to sign SMRPD/SCC checks or distribute funds from the SMRPD and SCC accounts. Resolutions can be found in the Appendix under Resolutions.

INCOME

SMRPD is primarily funded by tax revenue from the 92676 zip code currently set at \$.25 for every \$100 received by the County of Orange Tax Assessor's Office. This income stream generally covers utilities and maintenance of the parks and buildings. Other income opportunities are from rental of facilities, grants, fund raisers and program fees. SCC income is primarily derived from tuition fees.

Procedures for Handling Revenue / Income

SMRPD CASH INCOME FROM EVENTS

Cash collected at an event is to be counted by two individuals who verify the cash count and sign the SMRPD Deposit Form. The SMRPD Deposit Form can be found in the Appendix under Forms.

No expenses are to be deducted from cash. All expenses are to be paid separately.

Cash from events is to be given to the Bookkeeper, together with a record of the details of the income. The Board member in charge of the event who prepares the Deposit Form should keep a photocopy of the paperwork until the next month's financials have been posted and the Board member has verified its accuracy. The details of the deposit should reflect income from specific activities during an event, not the overall event.

The Bookkeeper will deposit the cash within 24 hours of receipt.

SMRPD CHECK INCOME

Checks are to be recorded by the person receiving them on the SMRPD Deposit Form and that individual should make a photocopy, then forward the check and an explanation of the source and accounting category to the bookkeeper for deposit. The person receiving the check should keep a copy until ascertaining that the check has been deposited in the month's financials. (Note: All individual checks received by SMRPD should be given to the bookkeeper with a note on each explaining the income source and date. For example, "Chili Cook Off Vendor", "Donation", etc.

SMRPD ELECTRONIC FUNDS TRANSFER (EFT) INCOME

The Bookkeeper records EFT income through information on the bank statements. When possible, the person in charge of the activity generating the EFT income provides a detailed explanation of the source and nature of the income to the Bookkeeper and the Treasurer.

SCC INCOME

All deposits are to be collected by the Silverado Children's Center Director or the Administrative Director and recorded in ProCare. Cash is given to the Bookkeeper for deposit, along with a detailed report on the amount and source of the income.

EXPENSES

Procedures For Handling Purchases and Expenses

Approval for expenses is given by the Board member in charge of the area of responsibility, special event, etc.

- The Facilities Committee and the Silverado Children's Center Oversight Committee have been authorized by the Board to approve up to \$5,000/month in repairs and improvements.
- Board members on other committees are authorized to approve specific expenses of up to \$500 for events or activities within the purview of that committee if those events or activities have the general approval of the board; this limit may be increased to \$1000 for a specific expense with the concurrence of a second board member, one of the President, Vice President, or Treasurer.
- All other expenses, no matter how small, must be approved by the Board.

SPECIFIC PROCEDURES FOR LARGE PROJECTS

For Public Works projects between \$5,001-\$25,000 or purchases of supplies and materials between \$5,001-\$25,000 require SMRPD Board approval, and three informal bids or quotes, unless it is determined that formal bids or additional procedures are required. Formal bid or additional procedures will be made on a case-by-case basis. "Informal bids" are three written proposals, which may be obtained by phone and documented by email or other writing. Formal bid processes are made in accordance with the Public Contract Code, stating that any order or contract for more than \$25,000 for construction work, repairs, or supplies and materials, shall be by competitive bidding, which must include published notice for at least 10 days. (*NOTE: See Addendum 1 for Notice Inviting Sealed Bid Proposals*) In some cases, it is possible to bypass the bidding process by contracting using a purchasing collective such as Omnia Partners (<https://www.omniapartners.com>) or Cal eProcure (<https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>).

In all cases where the law requires using a contractor registered with the Dept. of Industrial Relations and paying prevailing wages pursuant to law and regulations promulgated by the Division of Labor Standards Enforcement Public Works Manual, the Facilities Committee will follow the required procedures, if applicable, for construction work of \$1,000 or more, using only a state registered contractor, requiring the payment of prevailing wages, and filing a PW-100 form within 5 days of the award of the work. The prevailing wage requirements are separate from bidding requirements. All other applicable Public Contracts Code provisions for bidding and contracting shall be followed for formal bid procedures.

HANDLING OF BILLS AND INVOICES

Board positions are in charge of the following expenses and should be given invoices, bills for their area of responsibility:

RESPONSIBILITIES OF BOARD POSITIONS

PRESIDENT

- SMRPD administrator and staff invoices
- Legal fees
- Memberships and subscriptions
- All expenses that are not the responsibility of another Board member

TREASURER

- Bookkeeper expenses
- Audit fees and expenses
- Other expenses related to SMRPD financials

FACILITIES COMMITTEE CHAIR

- Maintenance and repair bills, including contract workers (caretaker, maintenance staff)
- Utility bills
- On-going expenses, i.e., paper products, soap, etc.
- Annual/regular expenses, such as fire extinguisher inspections and back flow testing
- Cleaning bills
- Landscaping bills
- Other expenses related to the maintenance of SMRPD buildings and parks

RECREATION COMMITTEE CHAIR

- Expenses related to offering classes, activities, etc.
- Purchases of special equipment/supplies for recreation use

SPECIAL EVENTS/ACTIVITIES

- Board member in charge

SILVERADO CHILDREN'S CENTER OVERSIGHT COMMITTEE

- SMRPD directors on the Oversight Committee must approve any expenses of \$1000 or more.
- The Director of the Silverado Children's Center receives, approves and forwards bills to the Bookkeeper for expenses up to \$1000. All expenses over \$1000 must also be approved by the Chair of the Oversight Committee.

CREDIT/DEBIT CARDS

Although debit cards have been used in the past, the district is currently replacing all debit cards with credit cards. A credit card will be provided for the following SMRPD employees:

- **Silverado Children's Center – Director**

- Silverado Modjeska Recreation and Park District – General Manager
- Silverado Modjeska Recreation and Park District – Administrator

Credit card expenditures will be limited to a maximum of \$1,000 per day. Any purchases over \$500 must be approved by either the President or Treasurer of the SMRPD Board of Directors. Expenditures from \$500 to \$5,000 for facility maintenance and repairs may be approved by the Silverado Children's Center Oversight Committee or the Facilities Committee. Any expenditures over \$5,000 for facility repair and/or maintenance, or any other type of expenditures over \$500 must be approved by the SMRPD Board of Directors.

Monthly statement line items must be coded by the holder of the credit card and approved by either the President or Treasurer of SMRPD Board of Directors. Receipts must be copied and attached to the statements. These can be scanned. Originals to be kept by the card holder for future use, if needed.

ACCOUNTS AND FINANCIAL RECORDS

ACCOUNTS PAYABLE PROCESS

Invoices are received either through email or regular mail. The SMRPD Administrator and the Children's Center Director shall process mail received. Invoices are to be approved by the appropriate Director by initialing and dating when approved and shall be placed in the Bookkeeper's box located in the Hunt Building within 24 hours of receipt. Check Requests, which are also used for out-of-pocket expense reimbursements (forms located in Appendix under Forms), shall be prepared, approved and processed in a similar manner. Bookkeeper is to check their box in the Hunt Building at least twice per week.

The Bookkeeper enters the invoice in Quickbooks (QB), the district's financial platform, under Bills for Scheduled Payment and/or Pay "Due on Receipt". Payment for the invoice is to be made the moment the invoice is entered and a check is to be processed immediately through QB together with a stamped envelope. Bookkeeper shall make sure that W-9 and insurance, if applicable, is up to date.

Checks are to be placed in Treasurer, or other authorized signatory's, box in the Hunt Building within one week of receipt of invoice or check request.

Accounts Payables, including invoices, Check Request or Out of Pocket Expense Reports, should be scanned and attached to their corresponding QB Bill or Auto Pay entry for future reference. The Bookkeeper initials the invoice, Check Request or Out of Pocket Expense Report to indicate the document has been scanned and input into QB.

The above payment record is then filed in the SMRPD Bookkeeper's box for the month in which it was paid.

For invoices received that are processed through Auto-Pay, such as SCE, IRWD, ATT, WM, Bookkeeper is to indicate on the invoice that it has been paid, including amount and date paid. This should match what is input into QB.

The Bookkeeper places checks, together with stamped envelopes, in the Treasurer's, or other designated approved signatory on the SMRPD Board of Directors, inbox located in the Hunt

Building for signature. The Director is responsible to mail the check or forward to responsible recipient. Reimbursement checks often do not need stamps. For checks that do not require mailing, Bookkeeper is to place a Post-It note on the check as a reminder to the Director as to the payment process.

ACCOUNTS RECEIVABLES PROCESS

The Director/Employee receiving accounts receivables must notify the Bookkeeper immediately upon receipt of receivables including cash or checks. Receivables should be given to the Bookkeeper for deposit within 24 hours of receipt. Examples for cash receipts include Summer Concert hamburger concession sales or sticker sales. Most other receipts are check or Zelle payments for facility rentals.

Cash received is counted with the Board Member present to verify the funds shown on the Deposit Form are correct, then signed and dated by the Bookkeeper. Accounts Receivables are then entered into QB and a deposit form is made for the appropriate SMRPD/SCC account.

Copy of the checks shall be made and cash amount shall be shown on deposit slip/envelope. Bookkeeper is to take a copy of the envelope with indicated cash payments for records. Bookkeeper to deposit funds in the appropriate Bank of America account making sure the account number is the same as the endorsement stamp.

The receipt from the bank deposit shall be stapled to the check copies and the Deposit Summary copy and filed accordingly.

PAYROLL INSTRUCTIONS

An invoice for payroll is provided by Nexus immediately after payroll is processed on a bi-monthly basis. Payroll is automatically deducted from the appropriate Bank of America checking account; however, it must be reflected in Quickbooks in the appropriate line item. These include taxes paid to various agencies and payroll paid out to employees. Information is obtained from the Worksite Payroll Report. Taxes are shown on the last page of the Payroll Check Journal Report. These must be recorded in QB as follows:

SMRPD payroll is input under Nexus in QB 6800 - Payroll Expenses account.

SCC payroll is input into following categories:

Account Information	Tax Item
6804 Social Security	Fed Inc Tax
6803 Medicare	FICA – Medicare
6804 Social Security	FICA – OASDI
6800 Payroll Expenses	CA Inc Tax
6800 Payroll Expenses	CA Disability
6803 Medicare	Medicare-Employer
6804 Social Security	OASDI - Employer

6805 SUI	CA SUTA
6801 ETT	CA Emp Training Tax
6806 Payroll Processing Fee	Administrative Fee

In addition, the Worksite payroll invoice will be emailed for the pay period processing fee.

The second set of QB entries will account for the Salary total of staff and Director. A spreadsheet showing Staff Net Wages and Director will be provided by the Worksite Payroll Report. The Net Pay of this report is to be allocated as follows in QB for the SCC:

- 6793 – Salaries & Wages, Director
- 6792 – Salaries & Wages, Staff

The following is allocated for the SMRPD account:

- 0100 – Salaries & Wages

The sum of these two postings must equal the payroll for each pay period.

BANK RECONCILIATIONS

The Bookkeeper is to print the Bank Statements of both the SMRPD and SCC accounts from online and reconcile the accounts with QB.

For SMRPD the reconciliation should include income from deposits made throughout the month from Property Taxes (obtained from the 728 Report), rents, concessions and miscellaneous income sources as received. Property Taxes are received by the County of Orange and reported on Form 728 and emailed to the SMRDP. These deposits must be shown in QB. Information will be discussed below.

The expenses primarily consists of utilities, which include SCE, IRWD, Waste Management, monthly services, such as gardening services, miscellaneous expenses such as Cole & Huber for attorney fees, to name a few examples. Other items include maintenance of the centers and parks. Items on auto pay must be entered into QB.

Fund 728 report sent to SMRPD from the county is uploaded onto OneDrive immediately upon receipt. Account 8010 in the OC Accounting system is cash available to SMRPD.

MONTHLY FINANCIALS

Preparations of Monthly Financial Statements

The following items are required for the Finance Committee meeting. These items must be completed by the 2nd Thursday of the month by noon in order to be linked to the Finance Committee Agenda that is sent out by noon on the 2nd Friday of the month.

The Financials include the following QB reports:

- Profit & Loss
- Profit & Loss, YTD
- Balance Sheet
- Transaction List by Vendor
- Deposit Detail

- Budget v. Actual
- General Ledger
- General Ledger, YTD

The Cover Page is saved as a Word File and contains the month of the report. It is converted to a PDF and placed at the front of the monthly financials for SMRPD and SCC.

Convert the Cover Page to the PDF file and save as a Cover Page and Merge this PDF file with the other Financials that are PDF files. Merge cover sheet and above documents. Make sure the Transaction List by Vendor and the Profit & Loss, YTD are in the Landscape Format when printing and saving. Save file as i.e. SMRPD Financials 202211. Create a folder labeled, e.g., SMRPD Financials 202206 (the last 2 digits are the month). This file includes the blended reports above plus Cover Page, additional items include the blended SMRPD Financials, plus the General Ledger and the General Ledger, YTD, and the Budget v. Actual, YTD

These are prepared in the QB and saved in a PDF file and then merged in one total document with a Cover Page. The documents are then uploaded to the One Drive SMRPD file. Notify the President and Treasurer of the Board of Directors immediately once uploaded.

Quickbooks Reports

The following reports can be found in QB:

- **Profit & Loss Report** - Reports>Memorized Reports>Accountant>Profit & Loss>

Confirm report is in Accrual Basis and that the correct Date Range is shown. The information should be for that particular month (one month only). Click Tab, Customize Report and Check. Add Sub-column; Year-to-Date. This is a two-column report and can be saved in the "Portrait" Orientation for Printing and Saving

- **Profit & Loss Report - YTD** - Follow above information, revise the sub-column by clicking the tab to not have Year-to-Date, and to the right of the Date Range, select "Show Columns" instead of "Total Only". Change to "Month" and for appropriate date range, i.e. from should be 7/1/Current-Year to the End of the Month of the Current Month Ending. SMRPD Fiscal year begins 7/1. This is a multi-column report depending on how far along in the year and must to be saved in the "Landscape" Orientation format for Printing and Saving
- **Balance Sheet** - Reports>Memorized Reports>Accountant>Balance Sheet

Accrual Basis and the last date of the month for Preparation. Save in the Portrait Orientation Format

- **Transaction List by Vendor** - Reports>Vendors & Payables>Transaction List by Vendor Month of the Financials. Save in the "Landscape" format
- **Deposit Detail** - Reports>Banking>Deposit Detail, Date Range; Month of Prepared Financials. Save in the Portrait Orientation Format
- **Budget v. Actual** - Reports>Budgets & Forecasts>Budget v. Actual, Select the Current Year, Click "Next". Choose the month to compare and "Save" in the Landscape Orientation
- **General Ledger** - Reports>Memorized Reports>Accountant>General Ledger

Accrual Basis, Date Range, Month of Financials to Prepare. Save in Landscape Orientation to reduce the number of pages.

- **General Ledger – YTD** - Same as Above. Change Year-to-Date, so report will begin for the current month of Financials
- **Budget v. Actual** - Reports>Budgets & Forecasts>Budget v. Actual, Select the current Year-to-Date. Click "Next". Choose the month to compare and "Save" in "Landscape" Orientation

SCC Tuition

The following reports are to be forwarded by the SCC to members of the Finance committee as soon possible after the end of month and no later than the 5th of the following month:

- **Summary Account** – This report is a summary of the SCC's financial information through ProCare, their online tracking system
- **Breakdown** – This report shows the breakdown of tuition, registration and other charges for the month per family
- **Account Balance Summary – Hidden** – This information is the accounts receivables section of families no longer attending the school
- **Account Balance Summary – Visible** – This report is the accounts receivables section of families still in attendance in school. It is important to note any outstanding balances more than 30 days late. These accounts should have already been notified of their outstanding debt.

QB Tuition Billing with Procare

ProCare and ProCare Express are the online program(s) utilized at the Children's Center. The SCC Director is/are responsible for administration of these programs. ProCare and QB are now linked, so that the tuition payment records from ProCare should automatically show up in QB.

Tuition Payments Received; How to Record for Accounting Purposes

****Important**** Payments WILL come in on the 1st of the month, however do NOT show any payments received ON the First, record paid, the 2nd of the month or thereafter. Any payments recorded on the 1st will erroneously negate the Tuition recorded on the Profit report.

Reconcile ProCare and Bank of America accounts as follows:

- Log onto Bank of America and print the Zelle Report which will show Tuition that has been paid
- Record these payments in QB as follows:
 - Click "Customers" in the Tool Bar, then Click "Receive Payments"
 - Under "Customer Payment" Page, click Zelle as the form of Payment, the Green down arrow, the "Zelle" option and "Done". "Received From" Log in Family Name for the Account, the Payment Amount from the Bank, the Date (NOT the 1st, even if it was paid on the 1st, put the 2nd if necessary). Check mark the month the payment is for at the bottom, left corner, indicate who payment was for and the month, this example, i.e. Child B, November and enter "Save & New" for the next Entry
 - In the Reference section, for a Zelle payment, Indicate first four Zelle reference letters or numbers

- Marking the Name and Month will be important for the Reconciling at the End of the Month to check against the Bank Statement.
- Make sure to mark Check to the right of the Payment Amount, if it is a Check and indicate on the Reference # item as well

Late Fees are assessed after the 5th of the month so inputting a correct date is necessary if it's posted AFTER the 5th, so that a "Late Fee" can be assessed properly and it's correctly input in the "Received Payment". Payment Received in Procure is Recorded by the following:

Input Family Data & Accounting>Functions>Family Accounting>Quick Ledger Posting

Credit Reports

The Credit Report, which is the Bank of America bank statement for credit card usage and supporting documents, is given to the Bookkeeper by those the cards are issued to (SCC Director, SMRPD Administrator) by the 5th day of the following month in order to correctly input expenditures onto QuickBooks for the SMRPD/SCC financials. These credit reports (credit card statements with accounting line-item allocation and supporting documents) are also to be submitted to the supervisor/SMRPD Board Director that is responsible for expense approval of employee for approval each month and signed off by said supervisor/SMRPD Board Director. Copies of receipts are to be included with the bank statement for approval.

Allocations for SCC accounts have the following codes. These correlate to the Chart of Accounts Expense Categories, a sampling of which are:

- OE= Office Expenses
- CC = Consumables Curriculum
- NC = Non-Consumables Curriculum
- A=Animal Supplies
- H/S = Health and Safety

The sales tax (at the current rate) will be calculated and added to the posted line item. It is important to confirm that the postings equal the total of the credit card statement. Credit Report and supporting documents are to be scanned and kept on file on the OneDrive account for audit purposes for a minimum of seven years. Bookkeeper is responsible for receipt and scanning of approved report, which is to be completed no later than the monthly Finance Committee meeting.

FINANCIAL RECORDS

The bookkeeper maintains current fiscal year records. Prior years are in long-term storage at the Modjeska Community Center.

Financial Timeline

All checks, check requests, invoices, etc. should be in the bookkeeper's mailbox in the Hunt Building by noon on Friday. Board members requesting checks or forwarding approved invoices should keep a hard copy until they know the payment has been processed.

The bookkeeper will have checks ready by Friday of the following week. They will be signed by an appropriate member of the board before distribution. Checks should be mailed by Wednesday at noon.

The bookkeeper will make bank deposits. Cash deposits will be deposited at the bank branch office within 24 hours of receipt.

BUDGETS

Budgets for fiscal year beginning in July should be presented at the February board meeting, posted through March and voted on at the March meeting in order to be on time for the Silverado Children's Center registration period. The budgets must be noticed in a local paper (see below), posted on the Silverado Community Center website and billboard.

Notice of the proposed budget and the meeting to approve it can be created online at <https://socalnewsgroup.com/publicnotices>. For questions, contact the OC Register : 714-796-2209, email: scampos@scng.com

Below is an example of the legal notice to be posted in OC Register:

LEGAL NOTICE: PROPOSED BUDGET

FY 2022-2023 SILVERADO-MODJESKA RECREATION AND PARK DISTRICT

Proposed Budget available for public inspection at Silverado Community Ctr 27641 Silverado Canyon Rd, Silverado 92676 - February 15-March 15. Public Hearing for adoption of Final Budget will be at Silverado Community Ctr 27641 Silverado Canyon Rd, Silverado 92676 at 6:30PM March 15, 2022. Persons wishing to be heard on Budget items or additional items may appear at this meeting to be heard or mail comments to SMRPD PO Box 8 Silverado CA 92676

Fund 728

The county notifies the park board of monies held in the county escrow account by emailing to the Treasurer and Bookkeeper what is known as the 728 Fund Report file every month compiled by the County of Orange Accounting Office. This file contains various information on accounts held by the county on behalf of SMRPD, including the 8010 – Cash account. Deposits into the 8010 Cash account occur periodically as county tax proceeds are processed. The Treasurer and Bookkeeper receive notices of the money put into the account and updates the SMRPD tax revenue (income statement) and the SMRPD county account (balance sheet). Random adjustments come in from time to time as late payments are processed and are handled in the same manner. Development Fees of new developments are also indicated in this report.

REQUESTING DISTRIBUTION FROM 728 FUND - 8010 CASH ACCOUNT

The President and/or Treasurer of the Board, together with the Bookkeeper, determines when funds should be transferred from the county accounts to the SMRPD Bank of America account. The process for this transfer of funds is as follows:

- A resolution is written that the SMRPD board votes on authorizing distribution of the funds and the individual(s) on the Board that are authorized to sign the distribution form
- The Locally Governed District Claims Transmitted for Payment form is submitted, along with the signed resolution, and the meeting minutes to the county accounting office for signature to initiate transfer. Form is located in Appendix under Forms
- Request and above documents are sent to:
invoiceadmin@ac.ocgov.com
Chamroeun.Kim@ac.ocgov.com
Eric.swint@ac.ocgov.com

A folder on OneDrive contains all Reports for Fund 728 since March 2021. The only relevant account is 8010 - Cash on Form 728.

Form 728 files should be uploaded by the Bookkeeper onto OneDrive immediately upon receipt to following account:

- 111- Financial Records
 - SMRPD Financials
 - 728 Fund Information

A journal entry to the General Ledger shall be added to the SMRPD financials as follows:

8250 - Interest Receivable									
General Journal	07/30/2020	04/2020 COM...	8010 - County C...		137.97	-137.97	246.65		
General Journal	08/11/2020	07/2020 ACCR...	6610 - Interest	62.29		62.29	108.68		
General Journal	08/28/2020	05/2020 COM...	8010 - County C...		46.93	-46.93	170.97		
General Journal	09/08/2020	08/2020 ACCR...	6610 - Interest	58.54		58.54	124.04		
General Journal	09/29/2020	06/2020 COM...	8010 - County C...		61.75	-61.75	182.58		
General Journal	10/08/2020	ACCRUE CO...	6610 - Interest	52.77		52.77	120.83		
General Journal	10/29/2020	COMMINGLED...	8010 - County C...		62.29	-62.29	173.60		
General Journal	11/09/2020	ACCRUE CO...	1912 - Investme...	51.83		51.83	111.31		
General Journal	11/25/2020	COMMINGLED...	8010 - County C...		58.54	-58.54	163.14		
General Journal	12/07/2020	F-GA-...	11/2020 ACCR...	49.71		49.71	104.60		
General Journal	12/30/2020	F-GA-...	09/2020 COM...		52.77	-52.77	154.31		
Total 8250 - Interest Receivable				275.14	420.25		101.54		

Settings									
Fund	728								
Dept	v700								
Budg Ctrl	728								
Fund:	728 - SILVERADO MODJESKA RECR & PARK								
Dept:	V700 - OUTSIDE DEPARTMENTS								
Bud Ctrl:	728 - SILVERADO MODJESKA RECR & PARK								

BSA	DBSA	Sub BSA	Bud Unit	Unit	Document ID	Doc Date	Referenced Document ID	Vendor	Description	Transaction Amt	Balance
BSA:	-	-	NOT ENTERED					Beginning Balance - BSA:	-		0.00
DBSA:	-	-	NOT ENTERED		8010, County Checking Account, DBT for all of the below, except for the Penalties & Costs, which are entered as a CR for the 8010 County Checking Account			Beginning Balance - DBSA:	-		0.00
					These are entered in the SMRPD County Account as General Ledger Entries, each month when the 728 Fund is sent by the County.			Ending Balance - DBSA:	-		0.00
								Ending Balance - BSA:	-		0.00
BSA:	8010	-	CASH					Beginning Balance - BSA:	8010		140,237.07
8010		728-0900	0900	JVTA1,003,TA2022000004,1		09/06/2022	6280, CR, Property Tax-Curr Supp		SRP02 - SUPPL TAX PAID 1985+ #2	19.29	0.00
8010		728-0900	0900	JVTA1,003,TA2022000007,1		09/06/2022	6220, CR, Prop Tax-Curr Unsecured		ULP01 - UNSECURED TAX PAID #1	340.35	0.00
8010		728-0900	0900	JVTRA1,074,TR2209280005,1		09/28/2022	6610, CR, Interest, Commingled Interest		06/2022 COMMINGLED INT	137.11	0.00
8010		728-0900	0900	JVTRB1,074,TR2209160005,1		09/19/2022	6540, DBT, Penalties & Costs of Delinq Tax		08/2022 COMMINGLED EXP	-6.56	0.00
Ending Balance - BSA: 8010											140,727.26

Time Sheets

Employees of SMRPD and SCC are paid on a bi-weekly basis (twice per month). Time sheets for Maintenance must be approved by Caretaker and then forwarded to the President or Treasurer. Time sheets for General Manager and administrator must be approved by President or Treasurer. Once approved time sheets are sent to (Donna at) Nexus for payroll processing, then uploaded into employee files. Nexus will send invoice and information over for addition to SMRPD and SCC financials.

DISTRICT INSURANCE

For over 30 years, the California Association for Park and Recreation Indemnity ("CAPRI") has provided a specialized combination of self-insurance, excess insurance, and reinsurance to recreation and parks districts throughout California.

CAPRI is a Joint Powers Authority ("JPA") formed pursuant to California Government Code 6500 et seq. This program of self-insurance is permitted under Government Code Sections 6500 and 990.8. CAPRI provides self-insurance and related services to members of California Association of Recreation and Park Districts (CARPD).

Through this program recreation and park agencies are able to pool member contributions and to realize the advantages of self-insurance.

The District Visitation Program emphasizes risk management, loss prevention and employment practices, and is a unique opportunity for the members to share and learn from the success of other recreation and park districts around the State. CAPRI does not perform "surprise" visits; an appointment is made at least three weeks before a visit takes place. It is not their intention to surprise the district with the material that will be reviewed.

CAPRI DISTRICT VISITATION

Annual visits by our insurance company, CAPRI, will be conducted at facilities. Materials reviewed for the Capri inspection visits are updated each cycle (typically 18 months) to keep up with new laws and regulations. Requirements are sent to the district prior to inspections and include but are not limited to:

1. Administrative and Contract Management Practices
2. District Safety Committee minutes
3. Facilities and Playground Inspection Reports (At least a year of reports)
4. Parks, Playgrounds and Facility Management
5. Park and Facility Management
6. Inspection Program and Repair Practices
7. Life Safety
8. Current DMV Reports / Personal Auto Insurance Verification
9. Employee and Volunteer Screening and Review (PRC 5164) process
10. Post-Offer Preemployment Medical Examinations
11. Employee Training Practices
12. Employee Driver Record Management
13. Employee Handbook and Employment Counsel
14. Volunteers
15. Documentation of Supervisor Anti-sexual Harassment Training
16. ADA Assessment and Implementation Plan
17. Procedures for Implementing Good-faith Interactive Process
18. Current Injury and Illness Prevention Program
19. Participant Agreements, Waiver and Release files (Individual and roster formats)
20. Cybersecurity Practices
21. Human Resources
22. Sample Facilities Use Agreements
23. Employment Entrance Medical Exam Forms
24. Current Job Descriptions
25. Volunteer Log

- 26. Emergency Evacuation Plan
- 27. Material Safety Data Sheets (MSDS)

Additional requirements from Capri are as follows:

SAFETY COMMITTEE

The Safety Committee meets quarterly and falls within the Facilities Committee. Safety Reports are completed for each facility and sent to Capri within 30 days of the walk-through. SMRPD Forms for facility inspections can be found in the Appendix under Forms.

Well-developed safety committees do more than identify and correct hazards and unsafe conditions; they follow through on those corrections and document the results in their committee minutes. They inspect District sites, review, and evaluate the results of the site and facility inspection reports. They include within their minutes, documentation of the District's safety training and planning, all efforts to identify the root cause of the employee or patron accident or near miss, and the steps taken to prevent a similar occurrence. The safety committee minutes should accurately reflect the depth of discussion on all issues reviewed during the meeting. The district is currently using provided safety training to help reduce or eliminate accidents from occurring.

INSPECTION AND MAINTENANCE

A key tool in identifying hazards is a regularly scheduled inspection program. The SMRPD conducts these inspections on a quarterly basis.

The most effective inspection programs utilize inspection forms that are site-specific and designed to meet the specific needs of the site being reviewed. SMRPD and SCC Inspection forms can be found in the Appendix under Forms.

The inspection forms document corrections that are completed by the inspector at the time of the inspection, as well as repairs to be made at a later date. When a hazardous condition is identified, and a repair cannot be immediately made, the inspection form provides a means to document the steps taken to protect the public and employees from the hazard. As an official document, the inspection form identifies the date of the inspection and should be signed or initialed by the individual conducting the inspection and reviewed/signed off by a board member. The inspection process provides a clear paper trail documenting when the need for repair was first identified and the date the repair was completed. Inspection forms should always be dated and signed or initialed.

DRIVING SCREENING AND REVIEW

The district should have on file a copy of all directors' and employees' current and valid driver's license as well as a copy of their personal insurance card. The District has to establish a means for dealing with a driver who loses his/her license, or whose driving behavior becomes unacceptable. That director/employee will no longer be able to drive on behalf of the district or be placed on committees where driving is required i.e. Facilities Committee. Personal insurance information should be current for all directors and employees who operate their personal vehicles on District business.

Motor vehicle reports ("MVR's") should be current for all individuals who drive District vehicles or use their personal vehicles on District business. The District must be able to

demonstrate their compliance with Public Resource Code § 5164 (PRC 5164), by having all prospective employees and volunteers fill out a background questionnaire, having all individuals who would work or supervise minors fingerprinted, and the prints sent to the Department of Justice for a background check. As a public agency, SMRPD shall not hire staff or volunteers to work with minors if they have been convicted of certain crimes outlined in PRC 5164. All supervisors must receive and prove completion of anti-sexual harassment training as required by Assembly Bill 1825 prior to beginning work or within one month of joining the Board of Directors.

AMERICANS WITH DISABILITIES ACT (ADA)

The District is demonstrating progress toward making its sites, facilities, and programs accessible to all people. The District has conducted a self-assessment in 2023, and from that assessment has prioritized compliance needs and committed to an implementation plan that can be completed within a reasonable time period. The District has established procedures for entering into a good-faith interactive discussion when the need is indicated.

WAIVER AND RELEASE FORMS

Waiver and release forms are used for all activities that require registration and may be required for some, less formal activities. Waiver and release forms use CAPRI-approved language. Forms are signed by the participant or by a minor participant's parent or guardian.

FACILITY USE AGREEMENTS

SMRPD Facility use agreements incorporate CAPRI-approved language. The District has standards of when to require liability insurance from renters and users. When insurance is required, the District obtains an additional insured endorsement. The SMRPD Facility Use Agreements for regular and large events can be found in the Appendix under Forms.

PARKS AND FACILITIES

It is important that District parks and facilities evidence good care and maintenance. Parks must be well maintained, free of graffiti, and trip and fall hazards. Park structures must be in good condition. Playground equipment should always be well maintained and in good working and functioning condition. Fill/Fall material must be have been recycled, refilled or turned over in the past 30 days and remain at suitable depths.

EMPLOYEE ENTRANCE MEDICAL EXAMINATIONS

All new, full-time hires are given a post-offer, pre-employment medical exam after all background checks have been completed. Candidates are informed that the offer of employment is conditional, based on a satisfactory medical exam. Results of these exams are kept in a confidential file(s) separate from the employees' personnel files.

JOB DESCRIPTIONS

Clear, current job descriptions must exist for all full-time and regular part-time positions. Job descriptions shall include the essential functions and physical requirements of the position. Current Job Descriptions can be found in the Appendix under Job Descriptions.

VOLUNTEERS

The District maintains a log identifying all volunteers. District personnel supervise how, when, and where the volunteer services are performed. Volunteers are covered under the district's Worker's Compensation Program. Volunteers receive appropriate health and safety training. Volunteers must complete an application/release prior to being accepted to volunteer. Current Volunteer documents can be found in the Appendix under Forms.

WORKER'S COMPENSATION

SMRPD's insurance includes Workers Compensation. In 2021, revisions to the policy were made to include coverage of volunteers when a resolution was signed that volunteers, as well as Directors of the Board were deemed to be employees of the District and covered under this policy. This extends to individuals on work-study programs and interns.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency such as SMRPD, as designated and authorized by the Board of Directors of the SMRPD, shall, upon adoption of a resolution by the Board of Directors of the SMRPD, be deemed to be an employee of the SMRPD for the purpose of Division 4 of said Labor Code while performing such services.

However, said Board of Directors and other designated individuals will not be considered an employee of the SMRPD for any purpose other than such Worker's Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Board of Directors or other designated individuals or allow such persons to claim any other benefits or rights given to paid employees of the SMRPD.

LIFE SAFETY

District Material Safety Data Sheets (MSDS) must be current, readily available, and organized in such a manner that, in emergency, first-aid information can be easily found. Fire extinguishers must be properly charged and tagged. First-aid kits and AEDs must be stocked and readily available at all appropriate sites. Emergency lights must be in good working order. Emergency exits must be clearly identified and free of obstacles. The District has developed emergency evacuation plans and conducts safety drills at least annually. The caretaker is responsible for maintaining the Life Safety items above.

ADDITIONAL INFORMATION

The SMRPD has Employment Counsel and/or uses CAPRI's Labor Law/Employment Services. Any questions about the criteria, or any other aspect of risk management and self-insurance, please call the CAPRI office. Their information is:

California Association for Park and Recreation Insurance

6341 Auburn Boulevard, Suite A

Citrus Heights, California 95621-5203

(916) 722-5550 or (866) 722-5550

Capri Member Portal: capriportal.org/Silverado-modjeska-recreation-and-park-district

Worker's Comp – Self-insured Certificate Number is 5816-0064

SMRPD AND THE SILVERADO CHILDREN'S CENTER

The Silverado Modjeska Recreation and Parks Board authorized the establishment of the Silverado Children's Center in 1990 under its authority to provide recreation and park facilities and programs. The goal of the Board has been to operate the Center as an enterprise activity. The Board's role includes:

1. Providing policy and planning direction, including, but not limited to, participating in strategic planning decisions, approving Center policies as described in the SMRPD handbook, parent handbook and any other policy documents
2. Recruiting for and hiring the Center director
3. Serving as the licensee for the Center
4. Providing financial oversight for the Center, including reviewing monthly financial statements
5. Providing technical guidance and support, particularly in matters related to budgeting and finance

The Children's Center Oversight Committee, consisting of two SMRPD Board members meets monthly with the Center director to provide guidance and ensure compliance with SMRPD Board policies. Day to day management of the Center and hiring, firing and supervision of the employees is the responsibility of the Center director. However, all hiring must be approved by the SMRPD Board.

On January 27, 2015, the Board voted that SMRPD will close the Silverado Children's Center if at any time the Enterprise is unable to meet its fiscal obligations using existing income, donations, or SCC account savings. Closure will be done in accordance with proper and reasonable procedures and timeframes for notifying parents and personnel, providing for the welfare of animals, etc. These closure proceedings will begin immediately following any payment made by the SMRPD to the SCC in accordance with its legal responsibilities to the Enterprise.

ADA COMPLIANCE, POLICIES AND TRANSITION PLAN

The SMRPD prohibits discrimination on the basis of disability in all services, programs and activities. SMRPD has reviewed its services, programs and activities to identify any physical barriers or policies, practices or procedures that may limit or exclude participation by people with disabilities. Those that would limit or exclude individuals with disabilities have been reasonably modified, unless doing so would result in a fundamental alteration in the nature of the service, program or activity.

SMRPD AND THE AMERICANS WITH DISABILITIES ACT

Since passage of the Americans with Disabilities Act in 1990, SMRPD has kept its provisions in mind when renovating and improving its facilities. SMRPD operates five facilities: two community centers, two parks and one childcare center. All of the buildings are single story and where a few entrance steps exist, have access via ramps or ADA compliant routes. A renovation at the Silverado Community Center in 2006 significantly improved access, as it involved removal of a deck, steps and ramp. There were no toilets in the renovation, but park and facility

toilets were brought into ADA compliance years ago. In 2022 the parking area and sports courts were repaved and restriped to ADA requirements. All three buildings have accessible parking spaces.

TRANSITION PLAN

Steps that have been taken include:

- Providing accessible parking spaces at the two community centers and the childcare center.
- All three buildings and the Silverado Park have accessible toilets. An ADA compliant toilet was added to Modjeska Park. Silverado has an accessible route with a running slope that meets ADA requirements. The Silverado Children's Center also has an accessible route connected by wide ramps.
- Entrances at all buildings are accessible.
- Door handles are levers, not knobs.
- Playgrounds at the Silverado and Modjeska community parks have been designed to comply with ADA standards.
- Public documents will be provided in an alternative accessible format when requested.
- During public events in the parks, facilities (toilets, booths, food) are fully accessible.
- SMRPD does not discriminate in its employment practices. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Chair of the Personnel Committee and request such an accommodation. The individual with the disability should specify what accommodation he/she needs to perform the job.
- Individuals with disabilities who satisfy the requisite skill, experience, education and other job-related requirements for a position and who, with reasonable accommodation, can perform the essential functions of such position are considered. Before making reasonable accommodation, SMRPD will establish that the individual has a disability as defined under California's Fair Employment and Housing Act. If a disability is established, SMRPD will begin the process of determining a reasonable accommodation in a good-faith, interactive process. The first step is determining the "essential functions" of the position. Reasonable accommodation is defined as any appropriate measure that would allow the applicant or employee with a disability to perform a job's essential functions. SMRPD may deny an accommodation if it presents undue hardship for the district. Training on disability rights is included in staff development.

SMRPD DRIVER POLICY

It is the policy of the Silverado Modjeska Recreation and Park District (SMRPD) to ensure all operators of a motor vehicle, while used on official business, are qualified to drive and drive safely. This policy includes both SMRPD-owned and privately owned motor vehicles. The purpose is to determine operators have sufficient knowledge about vehicle handling, portrayed through a safe driving record, so as to protect employees, volunteers, the District, and the public from an unsafe driver.

When driving is a condition of employment, the employment offer will be made contingent upon satisfactory proof of an acceptable driving history.

No vehicle, while on District business, shall be operated by an improperly licensed driver or by a driver with an unacceptable driving record as defined within this policy.

The Director of the Silverado Children's Center and the SMRPD Board President shall have responsibility to manage and direct the driver qualification policy.

SCOPE

SMRPD jobs will be evaluated, and a determination made if driving is a condition of employment. Recruitment announcements for these positions will include a statement informing applicants that the employment offer will be contingent upon a valid print of driving history report. Supervisors will review these documents. The SMRPD Board will provide the final review. Applicants who do not provide required documents will not be considered for employment or promotion for positions that involve driving.

Current employees tentatively selected for promotion or transfer from a non-driving to a driving required job, will also be required to produce the Department of Motor Vehicle report (Print of driving history).

The cost of the Department of Motor Vehicle report shall be the responsibility of the applicant or promoted/transferred employee.

DRIVER PROCEDURES

Applicants

When a position opens, driving as a condition of employment will be discussed. If required, a statement to this effect will be on the vacancy announcement. The finalists chosen for interview will be required to bring to the interview, at their own expense, the above-mentioned Department of Motor Vehicles report. This document, along with their driver's license, will be viewed and discussed at the interview. Applicants from out-of-state must possess a valid driver's license and be able to obtain a valid California driver's license within 30 days of employment. The driving history will be used to assess the risk the prospective employee presents as a person whose work duties require driving.

Any applicant found to have an unacceptable driving record will not be considered for employment in a position which requires driving.

SMRPD Employees

Any employee, including Directors, who operates an SMRPD vehicle or any vehicle on SMRPD business shall possess a valid California driver's license. If the employee does not have a California license, it is the supervisor's responsibility to ensure the employee receives a California license within 30 days of hire. The class of license will be appropriate to the vehicle operated during SMRPD employment.

The supervisor will verify driving records on all new hires for whom driving while on SMRPD business is a job requirement.

At the annual performance evaluation, or more frequently if determined to be necessary by the supervisor, driving records will be discussed with employees whose work duties require operating a motor vehicle. The Validity of the employee's California driver's license will be reviewed as well.

Drivers shall immediately report to their supervisor any suspensions, restrictions, limitations, revocation or restriction of driver's license or any other change in their driving status which violates the standards. Failure to do so by the next workday following knowledge of any change may result in disciplinary action including termination.

Volunteers

This policy shall also apply to people serving SMRPD in a volunteer capacity. Since these people are volunteers, the cost of obtaining the driving record will be paid for by the District.

STANDARD FOR OPERATION OF VEHICLES

The following are standard operations of vehicles:

1. All persons operating a motor vehicle on behalf of the SMRPD must have a valid driver's license
2. No authorized operator shall relinquish to another individual the operation of a SMRPD vehicle unless an emergency exists.
3. Operators will receive proper instructions from their supervisor or District safety officer regarding SMRPD vehicles and/or equipment before being authorized to operate them. This will include review of this policy, discussion of responsibility of the operator, and a test drive.
4. When private vehicles are used for SMRPD business, owners of the private vehicles will assure the supervisor that:
 - a. The vehicle is in operable mechanical condition, and,
 - b. The vehicle is insured as required under California law. Evidence of insurance must be provided annually to the Administrator of the district.
5. An unacceptable driving record within the 12-month period preceding review of record, is defined as either of the following:
 - a. Being convicted of a major traffic offense including driving while under the influence of intoxicants, hit-and-run, reckless driving, fleeing or trying to elude a police officer, driving while suspended or revoked, or after having been found to be a habitual offender as defined in the legal code of California.
 - b. Three moving violations.

SAFETY

All operators of SMRPD vehicles, equipment, or any other vehicle on District business will exercise every reasonable caution and care while operating the vehicle. Operators will obey all traffic laws, equipment, registration and licensing requirements applicable to the vehicle being operated.

All heavy equipment operators shall comply with the applicable portions of regulations governing these activities.

All operators and passengers of vehicles equipped with safety belts are required to wear safety belts. It will be the responsibility of the operator to see that all occupants comply.

Possession, use or being under the influence of any narcotic, hallucinogen, stimulant, sedative (including alcohol) or other controlled substance while operating a SMRPD vehicle, or a private vehicle while on SMRPD business, is prohibited, except possession of a controlled substance for law enforcement purposes. If use of controlled substances or withdrawal symptoms adversely

affect a driver's physical or mental faculties to any perceptible degree, or the driver tests A positive for any such substances by screening and confirmation tests, the driver will be deemed 'under the influence' for purpose of this policy. For purposes of this policy, 'controlled substances' shall have the definition stated in California legal code. Violation of this policy is subject to disciplinary action up to and including termination for the first offense.

Operation of a SMRPD vehicle, or a private vehicle while on District business, within four hours of having consumed alcoholic beverage, while in possession of an open container of alcoholic beverage or an alcohol hangover adversely affects a driver's physical or mental faculties to any perceptible degree or the driver's blood alcohol content exceeds .02 percent, the driver will be deemed 'under the influence' for purposes of this policy. District vehicles are not to be used to transport alcoholic beverages under any circumstances except for law enforcement purposes. Violation of this policy is subject to disciplinary action up to and including termination for the first offense.

Those persons using prescription medication which limits or affects their ability to operate a motor vehicle while on district business must report the use of medication to their supervisor or department head prior to operation of a vehicle. The supervisor or Facilities Director will determine whether the operator can safely operate the vehicle based upon the written recommendation of the operator's doctor. Questions concerning the safe operation of a vehicle must be referred to the Facilities Director for review.

Eating while operating district vehicles or equipment is prohibited. Non-alcoholic beverages may be consumed while driving, but drivers are warned to exercise caution if beverages are being consumed while driving.

Talking on a cell phone while driving is prohibited.

TRAFFIC VIOLATIONS OR ACCIDENTS

If a traffic violation or accident occurs while doing business on behalf of the district and/or when utilizing district vehicles the following must be immediately done:

- Notify immediate supervisor and Facilities Director as soon as possible
- File a SMRPD Accident/Incident Report. Report can be found in Appendix under Forms
- California law requires you to file an accident report with DMV if:
 - Damage to the vehicle you were driving is over \$1,000
 - Damage to property other than a vehicle is over \$1,000
 - There is damage to any vehicle that is towed from the scene due to damages from the crash
 - There is injury or death resulting from the crash; or
 - You are the owner of a vehicle involved in a reportable crash and the driver fails to report the crash

Those involved in a violation and/or accident must make the report within **72 hours**. Reports not made on a crash when required to do so, **will result in suspension of driving privileges**.

Accidents will be determined to be either chargeable or non-chargeable. Chargeable is defined by National Safety Council Criteria as:

- An accident which results from the driver's negligence in which the driver failed to do everything he reasonably could have done to prevent it

- An accident cited as the driver's fault by a State, County or City law enforcement officer

If the accident is non-chargeable and it is the first involvement while on District business, a record will be made in the employee's personnel file and the employee will receive a copy. The procedure is the same for volunteers.

If the accident is non-chargeable but the employee or volunteer had been involved in another District vehicle accident within the past 12 months, the department head will review the circumstances of the accidents and take appropriate corrective action.

If the accident is chargeable, the department head will determine appropriate corrective action. A letter of such action taken will be sent to the employee or volunteer and also be placed in the personnel file.

The Facilities Director will be consulted prior to any disciplinary or corrective action.

CORRECTIVE ACTION

Corrective actions for violations of this policy should be carried out by the operator's immediate supervisor and department head. All corrective actions should be progressive and consistent on a District-wide basis. The Facilities Director will be consulted prior to any disciplinary or corrective action. The following are recommendations for corrective action. Nothing in this policy precludes termination on the first offense where the circumstances warrant it.

Minor violations should be dealt with through training or verbal reprimand for first occurrence. Subsequent violations should be resolved through application of progressively severe actions including suspension. Major or repeated violations may result in termination consistent with applicable personnel rules.

Citations

Any operator action on SMRPD business who is cited and forfeits bail or is convicted of a moving violation may be disciplined in accordance with the policy for the first offense, with progressively severe discipline for any subsequent bail forfeitures or convictions. Any operator who receives three moving violations in any one-year period will be reviewed by the Facilities Director who may recommend appropriate action including a suspension of driving for District business. In cases where driving is a job requirement, this may result in an inability to do assigned work and, therefore, termination.

Accidents

Any operator involved in a chargeable accident while on District business should be appropriately disciplined. All incidents reported may be reviewed by the Facilities Director with the involved supervisor.

DRIVING RECORDS

The Facilities Director may obtain a driving history from the Department of Motor Vehicles on each operator involved in a chargeable accident. This information will be reviewed and considered in making recommendations regarding the continuation of driving privileges while on District business.

Any operator convicted of driving under the influence of any intoxicating substance while on SMRPD business or in a District vehicle may be subject to termination. Any operator convicted

of driving under the influence of an intoxicating substance shall not operate a vehicle on the District's behalf until the individual is in possession of a valid license of the appropriate class and the case has been reviewed and continued driving approved by the Facilities Director.

SMRPD VEHICLE AND TRANSPORTATION POLICY

In addition to this policy, drivers must comply with all requirements of the Silverado Modjeska Recreation and Park District (SMRPD) insurance joint powers authority, CAPRI.

SMRPD operates its van under the control of the director of the Silverado Children's Center. The van is intended primarily for use by the Children's Center, although SMRPD staff, board members and volunteers may request to use it for SMRPD purposes. The Director of the Children's Center is responsible for yearly registration of the van as well as upkeep and maintenance.

The following is information regarding the van:

Make: Ford

Model: Econo Van

Year: 2000

License Plate: 4HTW134

Vin: 1FBSS31L4YHA18869

Keys to the van can be picked up at the Children's Center from Monday through Friday. On weekends, drivers must make special arrangements with the Center Director.

Van rules are:

- No smoking is allowed in the van
- No food or drinks are to be consumed in the van
- The van is not to be used to haul large equipment
- All drivers must carry a cell phone for emergencies. However, drivers must not use a cell phone for any purpose (calls, texting, etc.) while the vehicle is in motion
- It is the responsibility of each driver to make sure the van is clean at the end of a trip

REGISTRATION

The Children's Center director is responsible for making sure the registration is renewed every year.

LOGBOOKS

Drivers will maintain a mileage log for the van. Before leaving on a trip and at the end, the driver must write the current reading on the odometer. Drivers must also record the date and the trip's purpose. Every month, or more often as necessary, the Children's Center director will review the log to make sure it correlates with the odometer reading.

SERVICES AND REPAIRS

The Children's Center director is responsible for van maintenance and routine repairs. The director will maintain service records that include the date of service/repair, nature of

service/repair, service company used and price. The van should receive regular oil changes, oil filter changes, spark plug checks, air filter checks and tire checks. All repairs over \$500 must be authorized by the SMRPD Board of Directors.

OVERNIGHT PARKING

When not in use, the van will be parked at the Children's Center. Exceptions can only be made with the approval of the Center Director.

DRIVER GUIDELINES:

Drivers must be on the SMRPD's approved drivers' list and have their current DMV record on file with the Children's Center Director as well as meet any additional CAPRI requirements.

To drive on SMRPD business, employees/volunteers must meet the following criteria:

1. All drivers must be at least 25 years old
2. Drivers must provide the Children's Center director with a copy of their driver's license and a signed and dated copy of their DMV driving record. Records can be obtained by mail or in person from the DMV or on-line. Drivers must be enrolled in the DMV's pull-out program described below
3. Drivers should not have more than one at-fault accident or one minor traffic violation within the last three years
4. Drivers having violations such as careless driving, reckless driving, or driving under the influence will not be allowed to operate the van
5. When drivers' licenses are renewed, a copy of the new license must be submitted to the SMRPD as soon as possible
6. At all times, drivers must obey posted speed limits and rules of the road

Those who drive on behalf of the district must be enrolled in the DMV's employer pull notice program. Every six months, the DMV issues a report on each person enrolled in the program. When an incident occurs involving the person, that incident is reflected on the driver record and a new report is issued to SMRPD. A report is initiated by the DMV whenever the following occurs:

1. Conviction for a driving offense
2. Suspension or revocation of license
3. Involvement in an accident
4. Issuance of a "point" by DMV
5. Issuance of a driving restriction (i.e., must wear corrective lenses)

Reports generated by the DMV are checked annually and kept confidential.

TRIP GUIDELINES

The following guidelines apply to trip usage:

1. The vans are to be used for SMRPD and SCC approved activities only
2. A Van Reservation Form must be completed prior to each trip taken
3. One approved driver will be adequate when driving on one-way trips of 100 miles or under (200 miles round trip); two approved drivers will be required when driving on one-way trips of over 100 miles (over 200 miles round trip)

4. The driver and/or trip leader is responsible for having the necessary emergency contact information available on each passenger
5. The driver is responsible to see that his/her passengers properly dispose of all trash when the vehicle is returned from a trip. The van should also be vacuumed to rid of dirt, etc., and should be filled with gas if needed

Prior to the trip, drivers must do a visual inspection as follows:

- Walk around the vehicle and check for proper tire inflation and for engine, radiator, or transmission leaks, etc.
- **Fuel level.** Check to be sure that you have adequate fuel for the trip
- **Mirror adjustment.** Adjust rear and side view mirrors for proper views.
- **Windshield and windows.** Clear the windshield, front door windows, side view mirrors and rear door windows of frost, debris, etc.
- **Horn.** Check to see that the horn is operating properly
- **First Aid.** Check to see that a first aid kit and fire extinguisher are on board the vehicle(s)
- **Seat belts/passenger safety.** Drivers and passengers are required to wear seat belts at all times. Passengers are not to move about the vehicle when it is in motion. Passengers should occupy the seats from the front of the van and fill in seats to the rear as needed. Leave the back seat empty if space allows
- **Security.** Ensure that all doors are locked when the trip is completed. Remember to complete the “mileage log” provided in the van, and return keys, if applicable, to the Children's Center office
- **Braking information.** Check that brakes are working properly

For longer trips, the following should be done:

- **Tire inflation.** Check with a gauge. Pressures are specified on the manufacturer’s label on the inside of the door and in the owner’s manual. Also check the spare tire pressure
- Check fluids:
 - Oil level (with engine off)
 - Wiper fluid level
 - Brake fluid level (visual check through plastic reservoir)
 - Coolant level. Remember to never remove a radiator cap on a hot engine!
 - Transmission fluid level. Check with the vehicle on level ground, the parking brake engaged, the engine hot and running with the gear selector in parked position

ACCIDENTS AND EMERGENCIES

In case of an accident or incident, the driver must notify the Children's Center Director as soon as possible. If there is a traffic accident with damage to any vehicle or injury to any person, the driver must contact law enforcement and make a report.

After an accident or incident, the driver and/or person who booked the van must submit a written report to the Center director and Facility Committee Chair within three (3) working days. The written report must include the other vehicle's registration number, insurance information, driver's license number, exact location of the accident, and time of the accident. A copy of the report will be placed in the driver's personnel file as well as the vehicle file.

Use of Employees or Volunteers' Own Cars on SMRPD Business

There may be times when it may be necessary and expeditious for employees or volunteers to use their own vehicles in the course of SMRPD business. In this situation, reimbursement is often provided in the form of a mileage allowance. This allowance is intended to compensate the employee or volunteer for the cost of gasoline and oil, wear and tear on the auto, and for insurance costs. Insurance coverage for autos is purchased on the basis that the coverage follows the auto. If there is no liability insurance on the auto, the driver of the vehicle has no coverage as respects that auto. State law requires drivers to have automobile insurance. It is therefore important that the employee or volunteer, whether or not receiving an allowance, be directed to have appropriate automobile insurance coverage. If not, SMRPD may be held responsible. It is therefore prudent for SMRPD to require proof of automobile insurance coverage prior to allowing an employee or volunteer to use a private vehicle on city business.

Driving standards required of employees shall also apply to persons using private vehicles on SMRPD business. Employees and volunteers shall show proof of automobile liability insurance annually in the minimum amounts required by law. Current state law requires minimum coverage of \$15,000 for bodily injury to each person, \$30,000 for bodily injury for each accident, and \$5,000 for property damage for each accident.

INJURY AND ILLNESS PREVENTION PROGRAM

The SMRPD has adopted the Cal/OSHA non-high hazard Injury and Illness Prevention (IIP) Program and a copy will be maintained at the Silverado Children's Center and in the Hunt Building at the Silverado Community Center as there are non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Employee access to the IIP Program
- Recordkeeping

The person responsible for implementing the Injury and Illness Prevention Program is the chairperson of the Facilities Committee of the Silverado-Modjeska Recreation and Park Board. All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

It is the SMRPD's policy that safety and health is part of every operation. It is every employee's responsibility at all levels. Communication with employees and instruction in general safe work practices is given both orally and in writing, with specific instructions related to hazards unique to job assignments. At the Children's Center, safety-related and illness-prevention information is

included in this handbook and discussed at regular staff meetings. For the parks and community centers, the facilities chairperson and caretaker review safety issues on a quarterly basis.

Procedures for identifying and evaluating workplace hazards include monthly safety inspections that document hazards. These inspections are submitted to the SMRPD each month. The facilities committee meets quarterly to evaluate workplace hazards and take action to correct them. Members of the facility committee include two of the five board members and the caretaker for the parks and community centers. If a hazard presents immediate danger, the committee has a special meeting to address it. Correction of hazards is the responsibility of the caretaker. Records of monthly inspections of SMRPD buildings and parks are maintained for at least one year.

Written records of safety and health issues discussed at committee meetings are maintained for review upon request for one year. SMRPD maintains logs of instructions provided to employees with respect to hazards unique to their job assignment when first hired or assigned new duties.

Under the SMRPD's direction, the facilities committee is responsible for investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness or exposure to hazardous substances.

Safety issues are addressed at the Children's Center in monthly meetings between the SMRPD Children's Center committee and the Center Director. The Director is responsible for identifying and taking steps to correct potential hazards. In the event of an accident, the Center Director should circulate a written incident report to the chairs of the SMRPD Children's Center and Facilities committees.

CAL/OSHA MODEL INJURY AND ILLNESS PREVENTION PROGRAM FOR NON-HIGH HAZARD EMPLOYERS

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This model program must be maintained by the SMRPD in order to be effective.

Read the Injury and Illness Prevention Program standard online:

Compliance

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. SMRPD's system of ensuring that all workers comply with these practices include one or more of the following practices:

- ☐ Informing workers of the provisions of our IIP Program.
- ☐ Evaluating the safety performance of all workers.
- ☐ Recognizing employees who perform safe and healthful work practices.
- ☐ Providing training to workers whose safety performance is deficient.
- ☐ Disciplining workers for failure to comply with safe and healthful work practices.
- ☐ Monthly Facility Meetings and Quarterly Safety Meetings are conducted.

Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. The district's communication system encourages all workers to inform their managers and supervisors about

workplace hazards without fear of reprisal.

The district's communication system includes one or more of the following items:

- ☐ New worker orientation including a discussion of safety and health policies and procedures.
- ☐ Review of the IIP Program.
- ☐ Workplace safety and health training programs.
- ☐ Regularly scheduled safety meetings.
- ☐ Posted or distributed safety information.
- ☐ A system for workers to anonymously inform management about workplace hazards.
- ☐ SMRPD and SCC have fewer than ten workers, oral and written communications instruct workers about general safe work practices and hazards unique to each worker's job assignment.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of the district's workplaces:

Periodic inspections are performed according to the following schedule:

1. Monthly Facilities Committee Meetings and Quarterly Safety Meetings
2. When SMRPD initially establishes a new IIP Program.
3. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the district's workplaces.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. Whenever workplace conditions warrant an inspection.

Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from recurring.
6. Recording the findings and corrective actions taken.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary

to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

1. When the IIP Program is first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
3. To all workers given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever the district is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

EMPLOYEE ACCESS TO THE IIP

District employees – or their designated representatives - have the right to examine and receive a copy of the IIPP. This will be accomplished by:

1. Providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers. SMRPD website can be found at smrpd.org.

The IIP will also be included in the Employee and Director Manual as part of the onboarding

checklist.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where SMRPD has distinctly different and separate operations with distinctly separate and different IIPPs, access may be limited to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

Recordkeeping

SMRPD has the following category as the recordkeeping policy.

Category 3. SMRPD is a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

The Cal/Osha fillable template can be found in Appendix under Forms.

CYBER SECURITY PROGRAM

USE OF TECHNOLOGY

The District provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, cell phone, voicemail, fax, scanner, internet, e-mail or any other company-provided technology, use should be reserved for business-related matters during work hours.

The District requires employees to use the District provided e-mail to communicate with fellow employees, suppliers, customers, and other District-related correspondence. All electronic communications and access codes, including all software and hardware are the sole property of the District. These devices are provided for use in carrying out District business. All messages sent and received, including any personal messages, and all data and information stored on the District computer system are District property regardless of the content. Most internal and external e-mails are considered business records and are subject to the California Public Records Act (CPRA). Employees should be aware of this when sending e-mails within and outside of the District. Employees shall have no expectation of privacy in this regard and should keep in mind that even if they delete an email, voicemail, communication or internet search a copy may be archived on the District’s system. Employee’s communications may be accessed without further notice by management to ensure compliance with these policies.

All use of District-provided communication systems, including e-mail and internet use should conform to policies, state and federal laws. For example, employees should not engage in

harassing or discriminatory behavior that targets other employees or individuals because of their protected class or make defamatory comments. Similarly, employees should not divulge confidential information.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act (NLRB). Employees have the right to engage in or refrain from such activities.

CHANGE OF PASSWORDS

Passwords for SMRPD and SCC accounts shall be kept confidential. Users of passwords are limited to the President and Treasurer of the Board of Directors, the SCC Director, Bookkeeper (as necessary), General Manager and Administrator (as necessary). Passwords should be changed immediately when changes occur.

COMMUNICATION REGARDING PURCHASES

If a communication is received regarding purchase of any item on behalf of the district a second method of confirmation utilizing a different mode of communication must be utilized to confirm authenticity of said communication. For example, if an email is received a text or phone call must be utilized to confirm authenticity of this request.

SOCIAL MEDIA

DISTRICT SOCIAL MEDIA SITES

Communications or designee will maintain a list of District social media sites which are approved for use including login and password information for authorized users. They will post and monitor content on each of the District's sites on an ongoing basis to ensure adherence to the social media guidelines. Content posted by staff on behalf of the District that does not conform to the District policies, mission, and vision will be removed. The use of personal email accounts or phone numbers by any employee is not allowed for the purpose of setting-up a District social media site.

PERSONAL USE OF SOCIAL MEDIA

The District acknowledges the employee's rights to privacy and free speech that may protect online activity conducted on personal social networks. However, what is published on such personal sites should not be attributed to or reference the District and should not appear to be endorsed by or originated from the District. Please refer to the *Social Media Policy* for detailed instructions and requirements by the District.

However, the following policy applies to all employees:

- Employees must refrain from using social media for personal use while on work time

- Social media should not be used for job-specific issues such as concerns about employment, complaints about working environment; employees are encouraged to direct complaints using established procedures found in the Employee Manual
- Employees who choose to list their work affiliation or reference their employment with the District in any way on social media should regard all communication on that site as if it were a professional network
- Inappropriate postings that may include discriminatory remarks, harassment, bullying, or other unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination

POLITICAL ACTIVITIES OF EMPLOYEES

The District respects the right of employees to engage in the political process. Political activities outside of work hours such as voting, participation in political events or campaign related work, and making contributions or endorsements are acceptable. For the purpose of this policy, “outside of work hours” is defined as before or after employee shifts or during scheduled breaks. Employees shall not use District funds or services, time, supplies or equipment to urge the passage or defeat of any ballot measure or candidate.

Under no circumstances shall District employees:

- Engage in political activities during work hours or on District property; for the purposes of this policy, this does not include use of District property when sponsors have obtained the appropriate permits or other public space made available to the general public for political purposes
- Use District resources or funds to support or oppose the approval or rejection of a ballot measure or election or defeat of a candidate
- Participate in political activities of any kind while in uniform
- Solicit or receive political campaign funds or contributions on District property during working hours
- Post or distribute political campaign materials on District property
- Disseminate political campaign materials through the District mail, email, mailboxes or other employee communication methods
- Use District staff or program participants to write, address, or distribute political campaign materials
- Wear advertisements that express political opinions on ballot measures or candidates while on duty
- Show preference or bias when scheduling and accepting fees for rentals of District properties by candidates or other political entities; rental procedures and fees must be applied equitably and consistently in the course of business
- Ban or suppress any candidate from using District properties as a rented or designated space or regulate the content of any political materials being distributed; the District may regulate the timing, place and manner of political activities so that they do not interfere with District business, programs and events.

COMPUTERS

Note: The contents of this section always applies to the use of district computers; however, many of the practices outlined here also make sense when using personal computers while doing district business (for example, directors using their own computers for email).

District computers shall be used for District business.

Special policies regarding computer systems are established in order to protect the District from activities caused by computer hackers, viruses, etc. and include, but are not limited to the following:

1. Employees shall not add or remove any programs or personal software from the District's computers without the express approval of either the District Administrator or the President of the Board of Directors
2. Employees shall not open e-mails or download attachments from unknown sources
3. Employees shall not view or download pornographic or otherwise offensive material off the Internet
4. Employees shall not use District computers for items not directly related to District business
5. Employees shall not use District computers to play games
6. Employees shall not use District computers to engage in illegal activities, including, but not limited to, gambling
7. Employees shall not incur charges in the use of District computers without the approval of their supervisors

Employees who misuse electronic communications or who engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

All electronic information created by any employee using any means of electronic communication is the property of the District and remains the property of the District. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information. Passwords shall be provided to the Treasurer immediately upon implementation.

The District will override all personal passwords if necessary for any reason.

The District reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of District policy or any law occurs.

Employees who use devices on which information may be received and/or stored, including, but not limited to, cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the District. Except for such uses, these communication tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, web-sites, and other types of District-paid computer access are to be used for District-related business only. Any information about the District, its products or services, or

other types of information that will appear in the electronic media about the District must be approved by the District Administrator or the President of the Board of Directors of the District before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the Administrative Manager or the President of the Board of Directors.

CELL PHONE POLICY

PHONES AND PERSONAL CELLPHONES

Although SMRPD and/or SCC allows employees to bring their personal cell phones to work, employees are expected to keep personal conversations to a minimum. While occasional, brief personal phone calls or texts are acceptable while an employee is on break, frequent or lengthy personal calls can affect productivity and disturb others. Conversations should be had away from areas where other employees are working or residents and/or students are in earshot.

Employees must turn off their ringers on their cell phones while away from their cell phones. Employees must turn off their cell phones or leave their phones elsewhere while in meetings, presentations, or trainings. Employees must also turn off their cell phones or leave their phones elsewhere while supervising children (this includes texting or browsing the internet while supervising the nap room). When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

The SMRPD and/or SCC does allow personal cell phone use for SMRPD and/or SCC business in an effort to improve efficiency and effectiveness. When cell phones are used for district business, employees must comply with all policies governing conduct, including policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

DISTRICT-ISSUED CELL PHONES

SMRPD and/or SCC may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Cell phones issued by SMRPD and/or SCC are district property. Employees must comply with district requests to make their issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the district for any reason must turn in their district issued cell phones immediately.

Personal Use of District Issued Cell Phone

District-issued cell phones are to be used only for business purposes. Although occasional, brief personal phone calls using district cell phone are permitted, personal use that exceeds this standard will result in discipline, up to and including termination. Employees are expected to reimburse the district for any costs or charges relating to personal use of their district-supplied cell phones.

Security of District-Issued Phones

Employees are responsible for the security of district-issued cell phones and the information stored on them. If a district-issued cell phone is lost or stolen, notify your supervisor immediately. Never store confidential information on a cell phone.

When using a cell phone, remember that conversations are not necessarily private. To protect the confidentiality of information all cell phone calls should be held in a private place.

Cell phone transmissions may be intercepted. For this reason, employees should not conduct highly sensitive or confidential conversations by cell phone. Questions about what types of conversations are appropriate for a cell phone and which are not should be directed to an employee's supervisor.

NO CELL PHONE USE WHILE DRIVING: HANDS-FREE EQUIPMENT

Employees are prohibited from using cell phones for work-related matters while driving. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, calls should be brief. If, because of weather, traffic conditions, or any other reason, employee is unable to concentrate fully on the road, they must either end the conversation or pull over and safely park their vehicle before resuming their call.

CALLS OUTSIDE OF APPROVED HOURS

SMRPD and/or SCC overtime rules apply to any type of work done after hours, including using a district-issued cell phone to make business calls. All overtime work -- including such work-related calls -- must be approved in writing, in advance. Working overtime without permission violates SMRPD policy and may result in disciplinary action.

PROHIBITING PERSONAL USE OF COMPANY CELL PHONE

Employees who are provided a company cell phone may use the phone for personal reasons only in the case of an emergency. Other personal use is prohibited.

EMPLOYMENT PRACTICES

POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION

SMRPD strictly prohibits and has "zero tolerance" for discrimination and harassment in any phase of employment, including but not limited to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race, color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual

orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws.

DISCRIMINATION AND HARASSMENT DEFINED

Discrimination and harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex or membership in one of the above-described protected classifications, and:

1. Submission to the offensive conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
3. The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of Sexual Harassment. For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
- Similar conduct when applied to other protected classes such as race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and violation of this Policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this policy).
- Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

INTERNAL COMPLAINT PROCEDURE

Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, corporate officers or others must immediately notify their supervisor of the alleged conduct. If the employee believes that, for any reason, their supervisor is the source of the conduct or is biased, the employee may submit the complaint to the Chair of the Personnel Committee or Designee.

Internal Investigation and Resolution

Following receipt of a harassment grievance, the district shall begin an immediate and thorough investigation to determine if sexual or other harassment has occurred. The investigation shall be conducted in an impartial manner and all information shall be maintained confidential to the extent possible. After full consideration of all relevant facts and circumstances involving the inquiry, a timely decision will be made by the district and appropriate disciplinary or other action will be taken, up to and including termination of employment. Please see additional information on the process under Employee's Right to be Free from Retaliation and Discrimination.

Prohibition Against Retaliation

Retaliation against anyone for opposing conduct prohibited by the district's anti-harassment policies or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the district, or any authorized governmental agency is strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

External Reporting

In addition to SMRPD's internal complaint procedure, an employee may file a complaint with the California Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC) at a local office (access information available on-line or by calling the District). Under California law, the Fair Employment and Housing Commission (FEHC) may order an employer to hire or rehire a victim of sexual harassment with back pay, and to provide the victim with monetary damages. The FEHC may also provide affirmative or prospective relief to prevent the recurrence of unlawful practices, including awards for back pay, reimbursement of out-of-pocket expenses, cease and desist orders, posting of notices, and other similar relief. The District will provide harassment training for employees and Board members as required by law.

PRIVACY OF EMPLOYEE INFORMATION

SMRPD and SCC are respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business or as required by law.

SMRPD and SCC do not generate any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. Healthcare enrollment information is kept in a separate folder from other human resources forms.

EMPLOYMENT AT WILL

Employment with the SMRPD is on an at-will basis, unless otherwise specified in a written employment agreement. All Employees are considered "At Will" Employees, meaning the Employee does not have a property interest in his or her employment and can be terminated without prior notice and hearing.

Employees are free to resign at any time, for any reason, with or without notice. Similarly, SMRPD and SCC are free to conclude the employment relationship at any time for any lawful reason, without cause, and without notice and hearing.

The SMRPD Board of Directors is the only authorized body or individual that may enter into an agreement for employment with SMRPD and/or SCC. Only the Board of Directors of SMRPD and the Director of SCC have the authority to make any such agreement. The SCC agreements are only binding if it is in writing and signed by the SMRPD Board of Directors or authorized in advance by the board.

Regarding the Silverado Children's Center, no person other than the Director of SCC have the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms upon approval by the SMRPD Board of Directors.

The employee is employed at-will and the employment relationship can be terminated by SMRPD and/or SCC at any time, with or without cause and with or without notice.

EMPLOYMENT OF MINORS

The FLSA's child labor provisions, which the SMRPD and SCC strictly adheres to, are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety. Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

EMPLOYMENT OF RELATIVES

The SMRPD and/or SCC recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the SMRPD's operations. SMRPD will not hire an individual to work in the same department as a relative. Relatives subject to this policy include: father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the SMRPD should be notified to determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the SMRPD's operations exists. If the

SMRPD determines that such a problem exists, the SMRPD will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

IMMIGRATION LAW COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the SCC within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

ORIENTATION PERIOD

The first 90 days of employment are considered an orientation period for all newly hired employees. During this time, new responsibilities will be learned. Also, during this time, the manager will monitor attendance, attitude and overall performance. Upon completion of the introductory period, the manager will review performance.

PAY PERIODS AND PAYDAYS

Employees are paid on a bi-monthly basis. All employees will be paid on the 1st and the 15th of the month. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or holiday, employees will be paid on the last business day before the holiday and/or weekend. SMRPD employees are to submit hours to their appropriate supervisor, SCC employees are to submit hours to the Director of SCC for submission to Nexus.

OVERTIME

SMRPD and/or SCC may periodically schedule overtime or weekend work to meet business or program needs. As much advance notice as possible will be given to scheduled Employees. All overtime work performed by Non-Exempt Employees must be pre-approved, in writing, by the Board of Directors or the SCC Director. Only hours actually worked will be used to calculate overtime pay. Non-Exempt Employees working unapproved overtime may be disciplined, up to and including termination.

Nonexempt employees will be paid in accordance with federal and California state law.

In California, with some exceptions, the standard work week for employees should not exceed 8 hours per day or 40 hours per week. Should the SMRPD and/or SCC find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.

Unless otherwise approved by the SMRPD Board of Directors, and/or the Director of the SCC, compensatory time accrued in any given pay period shall not exceed eight (8) hours, or one working day, whichever is greater.

REST AND MEAL PERIODS

All rest and meal periods will be in accordance with California state law.

Nonexempt employees will be provided a 10-minute rest break for every four hour period of work - and it should occur as near as possible to the middle of the work period. This time is counted and paid as time worked. Employees scheduled to work more than a five hour period will be provided a 30-minute or 1-hour unpaid meal period. Non-exempt employees who work six hours may waive their meal break.

Non-exempt employees working more than ten hours are entitled to a second meal period, except that if the time worked does not exceed twelve hours, the second meal period may be waived by mutual consent between the employee and his/her manager. Reasonable break time will be provided to breast-feed an infant or to express breast milk. Time is counted as paid if taken concurrent with other break time, otherwise, time is counted as unpaid.

TIME CARDS

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by employee or required by law (including a valid court order). Federal and state income tax withholding can be adjusted by completing the proper federal or state form and submitting it to Accounting, the Director of SCC and/or the President of the SMRPD Board of Directors.

WAGE GARNISHMENT

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the SMRPD and/or SCC receives the legal papers ordering a garnishment, it is required by law to continue making deductions from the employee's check until full amount is withheld or receipt of legal papers from the court to stop the garnishment.

NEXUS HR

The SMRPD utilizes Nexus HR to manage employee payroll. Employees will have access to manage their own accounts within this system.

DIRECT DEPOSIT

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

CALIFORNIA FAIR PAY ACT

No employer shall pay any individual in the employer's employ at wage rates less than the rates paid to employees of the opposite sex in the same establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions, except where the payment is made pursuant to a seniority system, a merit system, a system which measures earnings by quantity or quality of production, or a differential based on any bona fide factor other than sex. In addition, it is unlawful to pay employees less than employees of another race or ethnicity for "substantially similar work" and prior salary shall not, by itself, justify any disparity in compensation.

SILVERADO CHILDREN'S CENTER SCHEDULES

Staff work schedules are based on the number of children enrolled at any given time. Due to enrollment fluctuations, the number of hours a staff member works may temporarily increase or decrease. Seniority does not constitute the sole basis of schedule changes, but rather what is determined to be in the best overall interest of the Children's Center. Every effort is taken to be respectful of personal time off requested by staff, as well as the need to take classes to further professional development.

WORKWEEK AND WORKDAY

The Children Center's hours of operation are 8:00 AM – 5:00 PM, Monday through Friday.

The workweek begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. The workday begins at 12:00 a.m. and ends at 11:59 p.m.

The SMRPD work week is 24/7.

WEEKEND & AFTER HOURS EVENTS

Some weekends and evening events require staff to attend. Staff members can opt to either be paid for their time or credited with PTO (Paid Time Off).

CHILD CARE BENEFIT AT SILVERADO CHILDREN'S CENTER

Staff who have children or grandchildren (or are the legal guardian of said children) will receive a tuition reduction for their first two (2) children enrolled in the Center according to the following schedule

- Average hours less than 8/week: 10% break
- Average hours between 9-20 week: 25% break
- Average hours 20+/week: 50% break

SALARY AND PERFORMANCE REVIEWS

Exempt and Non-Exempt Employees generally receive written performance reviews once each year. During the performance reviews, Employees are encouraged to discuss any issues, as well as any opportunities for advancement or career development within SMRPD and/or SCC.

After receiving their performance evaluations, Employees will be required to sign the evaluation acknowledging that they have received it and are aware of its contents. A copy of the performance evaluation will then be placed in the Employee's personnel file.

Satisfactory performance reviews will not necessarily result in wage increases. Wage adjustments may be made at any time in the sole discretion of the SMRPD Board of Directors and depend on a number of factors, including performance.

EMPLOYEE BENEFITS AND SERVICES

GENERAL

Aside from those benefits required by state and federal regulations, SMRPD also offers additional benefits for its full-time employees. From time to time, benefits may be added or deleted from the benefits package. SMRPD reserves the right to make such changes.

This Manual does not contain the complete terms and/or conditions of any of the SMRPD's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact the Board of Directors and/or the SCC Director.

WORKERS' COMPENSATION

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. SMRPD carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

Benefit entitlements are governed by law, but it is essential that Employees report all work-related accidents, injuries, and illnesses immediately to their supervisor.

Employees should be aware that California law makes it a crime to file a knowingly false or fraudulent claim for workers' compensation benefits, or to submit knowingly false or fraudulent information in connection with any workers' compensation claim. Violation of this law is punishable by imprisonment of up to five years and a fine of up to \$150,000 or double the value of the fraud if the amount of the fraud is higher than \$150,000. Filing a false or fraudulent workers' compensation claim is also a violation of SMRPD policy, and will result in disciplinary action, up to and including immediate termination.

SOCIAL SECURITY BENEFITS (FICA)

Contributions to the Federal government to support the Social Security Program will be made by employer and employee. This program is intended to provide employees with retirement benefit payments and medical coverage once they reach retirement age.

UNEMPLOYMENT INSURANCE

The SMRPD pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

WORKSHOPS, CONFERENCES & PROFESSIONAL DEVELOPMENT

SMRPD encourages attendance at local workshops, seminars, and the CAEYC and NAEYC Conventions, when they are local. Upon the discretion of the SMRPD Board of Directors and/or the SCC Director, part-time staff may receive reimbursement for workshop and conference fees. This does **not** include travel expenses or time in attendance. Staff will receive their regular salary, up to eight hours per day, if attendance is required by the district.

Full-Time Employees are eligible for tuition reimbursement for fees related to First Aid/CPR and/or conferences. Eligibility for reimbursement shall be subject to the preapproval of the Employee's supervisor, the Board of SMRPD and/or the SCC Director. Submission of reimbursement requests following such approval shall be made in a timely manner. The SMRPD/SCC will reimburse the Employee for the examination fees, study guide, and required

text costs associated only with the examination passed. If an Employee must take the examination more than once, the SMRPD/ SCC will only pay for the fees directly related to the last examination.

EMPLOYEE LEAVES OF ABSENCE AND TIME OFF

General

While regular attendance is crucial to maintain business operations, the SMRPD recognizes that, for a variety of reasons, employees may need time off from work. The SMRPD has available a number of types of leaves of absence. Some are governed by law and others are discretionary.

For all planned leaves employees must submit a request at least 14 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of SMRPD management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the SMRPD, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the SMRPD/SCC.

All requests for a leave of absence will be considered in light of their effect on the SMRPD/SCC and its work requirements, as determined by management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the SMRPD/SCC will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to the SMRPD/SCC to support a leave for medical reasons. Failure to provide the required certification to the district in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While the district will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

Employees on medical disability leave for eight or more consecutive calendar days may be eligible for California State Disability Insurance (SDI) benefits. Employees are responsible for applying these benefits themselves, and can obtain forms from their health care provider. SDI does not provide additional leave, job protection or reinstatement rights beyond those provided by our policies or by applicable state or federal law. Employees must apply separately for a medical leave of absence under our Family/Medical Leave, Pregnancy Disability or Personal Leave policies.

Sick Days

Employees who work thirty (30) or more days within a year from the beginning of employment accrue paid sick leave at the rate of one hour for every thirty (30) hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment. An employee may use accrued paid sick days beginning on the 90th day of employment. Accrued paid sick leave shall carry over to the following year of employment with a cap at forty-eight (48) hours or six (6) days. Employees may request paid sick days orally or in writing. Employees may request paid sick leave for themselves or a family member for the diagnosis, care, or treatment of an existing health condition or preventive care. Sick days are not paid out upon separation or termination.

Vacation/Personal Days – Full Time Employees

Full-time employees accrue vacation/personal leave based on their time of service. Personal/vacation days only begin accruing after the successful completion of the Orientation period. Staff must request vacation time in writing at least two weeks in advance. Vacation and personal days may not be used before an employee's anniversary date. Vacation and personal days are to be used for time off only, and may not be cashed out unless employment has been terminated.

Vacation days' pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. When employees eligible for paid vacation days do not take the full amount of vacation time they could have taken in a year, that amount automatically carries over to the next year.

Length of Employment	Personal/Vacation Days per Year	Accrual Rate per Month
1 year	5	0.42
2 to 3 years	7	0.58
4 to 8 years	12	1.00
8 or more years	14	1.17

Upon termination, employees will be paid all accrued but unused vacation time as wages.

Vacation/Personal Days – Part Time Employees

Personal/Vacation Days (unpaid) are available to all SMRPD Staff, at the discretion of the Board of Directors and/or the SCC Director. Time off requests should be submitted at least 14 days in advance so that scheduling arrangements can be made to cover all shifts. It is requested that staff first attempt to find coverage for their shift(s) prior to requesting time off. If coverage cannot be found, please let the Board and/or SCC Director know immediately.

Holidays

Silverado Children's Center observes the following paid holidays:

- January – New Year's Day & Martin Luther King Jr. Day
- February – Presidents Day
- May – Memorial Day
- July – 2 days surrounding Independence Day
- September – Labor Day
- November – Veterans Day and Thanksgiving Break (2 days)
- December – Winter Break (exact dates vary based on when the holidays fall in the calendar) including Christmas Eve, Christmas Day and New Year's Eve
- Any additional State approved Holiday

If the holiday falls on a weekend, the Center will be closed the day prior or the day after the holiday.

SCC reserves the right to add or delete holidays from the above list as it deems appropriate.

Full-Time Employees will receive Holiday Pay for the above holidays if they would normally be scheduled to work on that day.

Part-Time Employees who would be regularly scheduled to work on a holiday will receive four (4) hours/prorated holiday pay. Employees on leave are not eligible for Holiday Pay. Holiday Pay shall not be granted if an Employee did not work their scheduled day before and their next scheduled day after such holiday unless their absence was attributable to pre-approved vacation time off, with a minimum of two (2) weeks notice to the Board of Directors and/or the SCC Director.

Time off for religious holidays not listed above shall be granted to Employees requesting to observe such religious holidays. However, such time off shall be without pay unless using vacation time. Vacation time must be requested and approved at least two weeks in advance to qualify.

Healthy Workplace / Healthy Family *Act Entitlement*

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.

Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

Usage

An employee may use accrued paid sick days beginning on the 90th day of employment.

An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.

SMRPD shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on the website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

Paid Family Leave Benefits

Employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child may qualify for "Paid Family Leave" benefits from the State of California.

The state's Paid Family Leave (PFL) program provides partial wage replacement benefits during an absence for these purposes. The PFL program does not provide additional leave, job protection or reinstatement rights beyond those provided by our policies or by applicable state or federal law. You must apply separately for a leave of absence under our Employee Leaves of Absence and Time Off policies. All California employees contribute to a pool of funds which has been set aside to pay for Paid Family Leave Benefits. The funds are collected every payroll period by an increase in the State Disability Insurance (SDI) rate. The program is administered by the State, not by the district.

Effective January 1, 2018, state Paid Family Leave (PFL) and State Disability Insurance (SDI) wage-replacement benefits will increase to 60 or 70 percent of a participant's wages (from the current level of 55 percent), depending on income level and up to the statutory cap. PFL benefits, which are wholly funded by employee contributions, provide up to six weeks of wage-replacement benefits for bonding with a new child or to care for an ill family member.

Notice of Domestic Violence Leave and Accommodation Rights to Take Time Off

Employees have the right to take time off from work to get help to protect them and their children's health, safety or welfare. Employees can time off to get a restraining order or other court order.

SMRPD allows employees time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.

Employees may use available vacation, personal leave, accrued paid sick leave or compensatory time off for leave.

Advise supervisor, SMRPD Board member and/or SCC Director before taking time off.

Right to Reasonable Accommodations

Employees have the right to ask their employer for help or changes in their workplace to make sure they are safe at work. Employer must work with the employee to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning employee, or help with keeping a record of what happened to them. Employer can ask for a signed statement certifying request is for a proper purpose, and may also request proof showing need for an accommodation. Employer cannot tell coworkers or anyone else about the request.

Employee's Right to Be Free from Retaliation and Discrimination

Employer cannot treat Employee differently or fire them because:

- They asked for leave time to get help.
- They asked employer for help or changes in the workplace to make sure they are safe at work.

A complaint can be filed with the Labor Commissioner's Office against the employer if he/she retaliates or discriminates against the employee.

Family and Medical Leave

Due to the small size of SMRPD and SCC, the district is not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, the district recognizes that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a

family member's military service, possibly including caring for a family member who is injured while serving in the military. If employee anticipates the need for time off to deal with family and medical issues, please speak with supervisor. The district will seriously consider every request on a case-by-case basis.

Unpaid Medical Leave

After an Employee has been employed for three (3) months, he or she is eligible, subject to management approval, for up to four (4) weeks of unpaid leave of absence for medical reasons. All vacation and sick leave accrued by an Employee at the time of the leave must be exhausted before the medical leave of absence can begin. Medical reasons may include illness, injury or related medical, and surgical procedures. A statement from the Employee's physician indicating that the Employee is unable to perform their job and the anticipated date of the return is required by the district prior to the start of the leave, if possible. The Employee must provide at least 30-days advance notice of the need for leave. If a 30-day advance notice is not possible, Employees must provide as much advance notice as possible. SMRPD and/or SCC may require Employees who are requesting leave, who are already on a leave, or who are returning from leave, to be examined by a physician of the district's choice. The SMRPD and/or SCC also may require periodic verification by a physician of the Employee's inability to work.

Employees who are granted a medical leave of absence may return to their regular job if it is available. If it is not available, the district will attempt to place the Employee in a similar job for which he or she is deemed by management to be qualified, if such a job is available. If no jobs are available at the time, the district will give the Employee consideration for any position for which he or she applies and is deemed by management to be qualified.

In the event the leave exceeds the anticipated date of return, it is the Employee's responsibility to provide further verification from the physician that the Employee is unable to perform their job and the revised anticipated date of return. A returning Employee will be considered for a 30-day period following his/her notifying the district in writing that he/she is ready to return to work. If the Employee does not return within this 30-day period, he/she will be terminated.

Unpaid Pregnancy Leave

Leaves for female Employees for disabilities related to pregnancy or childbirth are available for up to four (4) months regardless of length of service with the district. Employees who are granted leaves for pregnancy will be returned to their same or similar position in accordance with State law. A transfer to a less strenuous or hazardous position may be available pursuant to the Employee's request, if such a transfer is medically advisable. Prior to the start of the leave, the district will require a statement from the Employee's physician indicating inability to perform the current job and the anticipated date of return.

In the event the leave exceeds the anticipated date of return, it is the Employee's responsibility to provide further verification from the attending physician that the Employee is unable to perform the job and the revised anticipated date of return. The district may require Employees who are requesting leave, or who are already on a leave, to be examined by a physician of the district's choice. Depending on an Employee's eligibility, medical insurance may be continued during the leave in accordance with the Plan Document, CAL-Cobra/COBRA, or provisions of federal/state law relating to unpaid medical leave.

Workers' Compensation Leave

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal

Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

Jury Duty

U.S. citizens have a civic obligation to provide jury duty service when called. Non-exempt employees are not eligible to receive paid leave to serve on a jury. By state law, employees can use vacation, personal leave, or comp time to cover time they are out for jury duty.

Exempt Employees shall receive pay while serving on a jury if such Exempt Employee has performed work for any portion of a workweek in which such Exempt Employee was serving on a jury, provided that such Exempt Employee has obtained prior approval to perform work on SCC business during such jury service.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

Voting Time

Although polls are open for extended hours, the district realizes in some instances Employees are required to work overtime and may find these hours are not sufficient to enable them to make it to the polls. If an Employee needs to arrange an alternate voting schedule, the Employee must make satisfactory arrangements with their respective supervisor. In such cases, Employees are urged to complete Absentee Ballots.

Bereavement

Paid bereavement leave is granted to all Employees for making arrangements for and/or attending a funeral of an Employee's immediate family. Paid bereavement leave is granted for a maximum of five (5) days per year but shall not exceed three (3) days per event. Such days shall not accrue or carry forward. Additional time needed in excess of paid bereavement leave may be taken in tandem with vacation and/or sick time or without pay upon approval of the Employee's supervisor and the Director. Immediate family includes spouse, significant other, parents, Families-in-law, siblings, grandchildren, grand families, children, and step-children.

Military/Volunteer Firefighters/Reserve Police & Emergency Rescue Personnel

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. Employees are expected to notify their Supervisor with a copy of the Employee's orders as soon as possible.

Employees who serve as volunteer firefighters, reserve police officers, and emergency rescue personnel will be allowed unpaid time off to perform their duties as needed. In addition, these Employees are eligible to up to fourteen (14) days per year of unpaid time off for training assignments. Employees should advise their supervisor of their need for time off as soon as they are aware of their service or training assignment. The district may require documentation of such service or training assignment.

Unpaid Family School Partnership Leave

The district allows Employees to take brief periods of time off to attend school meetings or events, in the occurrence their child is suspended or otherwise disciplined. This time off is unpaid.

Witness Duty

If an Employee receives a subpoena to appear in court, the Employee is to notify their respective supervisor immediately. Employees are expected to return to work as soon as

service as a witness is completed. Witness duty is not paid by the district, except that Exempt Employees shall receive pay while serving as a witness if such Exempt Employee has performed work for any portion of a workweek in which such Exempt Employee was serving as a witness, provided that such Exempt Employee has obtained prior approval to perform work on SMRPD and/or SCC business during such service as a witness.

Appearance In Court

If an Employee is required to appear in court because the Employee is a victim of a crime or domestic violence, the Employee is to notify their respective supervisor immediately so that plans for the absence may be made with as little disruption to work as possible. Time off for appearance in court is not paid by the district, except that Exempt Employees shall receive pay while appearing in court if such Exempt Employee has performed work for any portion of a workweek in which such Exempt Employee was appearing in court, provided that such Exempt Employee has obtained prior approval to perform work on SMRPD and/ or SCC business during such appearance in court.

Additional Employment Policies

ARBITRATION

The SMRPD and/or SCC promotes a mandatory system of alternative dispute resolution which involves binding arbitration to resolve all disputes which may arise out of the employment context. Because of the mutual benefits (such as reduced expense and increased efficiency), Employees agree that any claim, dispute, and/or controversy with SMRPD/SCC which would require or allow them to resort to a court or other governmental dispute resolution forum, shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act. If required, an SMRPD Director will act as arbitrator.

CONFLICT OF INTEREST

It is the SMRPD's policy to forbid Employees from having a financial interest in any other business which competes with the district, except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market. The district's policy also forbids engaging in, directing, managing, or consulting for a business or businesses, that compete with the SMRPD and/or SCC, without the express written consent of the Board of Directors. If an Employee thinks he or she may have a conflict of interest, it is that Employee's responsibility to notify the President of the Board of Directors and request approval.

DISHONESTY, MISREPRESENTATIONS & FRAUD

Employee falsification of any application, workers' compensation claim, medical history, invoice, paperwork, time sheet, time card, investigative questionnaires, customer credit applications, or any other document is subject to immediate termination. Misrepresentation to our clients is against SMRPD's and/or SCC's policy and against the law. Concealing or failing to report an error is dishonest and is also subject to immediate termination.

SCC SPONSORED SOCIAL AND RECREATIONAL ACTIVITIES

The SMRPD and/or SCC may sponsor social or recreational activities for Employees. Attendance at such activities is completely voluntary and is not work related. Neither the district nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of any Employee's voluntary participation in any activity that is not part of work-related duties.

STANDARDS OF EMPLOYEE BEHAVIOR

UNPROFESSIONAL BEHAVIOR

Unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

ETHICAL BEHAVIOR

The district has policies in place addressing its ethical expectation of Employees, including, but not limited to, its policies on confidentiality, conflict of interest, harassment, and trading in securities. Employees must read and abide by these policies at all times.

The SMRPD and SCC insists that Employees maintain the highest possible ethical standards in their dealings with children, Families or guardians, clients, vendors, suppliers, competitors, coworkers, and the public. The integrity, reputation and profitability of the district ultimately depends upon the individual actions of each Employee. Employees in all jobs at all levels should strive at all times to conduct the SMRPD's and SCC's businesses in a fair, ethical, forthright, and lawful manner. Failure to adhere to the ethical behavior policy may result in disciplinary action up to and including termination. If an Employee is aware of any possible violation or is unsure as to whether they may be in violation, they should discuss the subject with their supervisor.

Fraternization

The SMRPD and SCC recognizes that working relationships may also become social or romantic relationships. Sometimes these social or romantic relationships can result in misunderstandings, conflicts of interest, complaints of favoritism, claims of sexual harassment, and Employee morale and dissention problems. Therefore, the district requests that an Employee who is romantically involved with another Employee, whether or not involvement is with a Supervisor or other management official, immediately and fully disclose the relevant circumstances to the Supervisor. When, in the opinion of the district, their personal relationships may create a conflict of interest, cause disruptions, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale the SMRPD may take whatever action appears appropriate. Failure to disclose facts may lead to disciplinary action, up to and including termination.

INSUBORDINATION

It is against the district's policy for an Employee to refuse to follow the directions of a Supervisor or management official or to treat a Supervisor or management official in an insubordinate manner in any respect. Employees must fully cooperate with SMRPD's investigations into potential misconduct. Refusal to fully disclose information in the course of an SMRPD and/or SCC investigation is insubordination and will not be tolerated.

HAZARDOUS AND TOXIC MATERIALS

If an Employee's job requires use of hazardous or toxic materials, the Employee is expected to comply with all laws, rules, and regulations concerning their safe handling and disposal. If an Employee has any questions about the materials the Employee works with or the proper safety procedures to follow, they must be discussed immediately with the Employee's respective Supervisor.

USE OF PROPERTY AND PROPERTY ISSUED

Employees are prohibited from being on SCC premises or using SCC facilities while not on duty or for personal use at any time.

No Employee should misuse, or use without authorization, equipment, vehicles or other property of customers, vendors, other Employees of SMRPD and/or SCC.

If an Employee must remove district property from the premises, the Employee must obtain written permission in advance from their supervisor or a Director.

Tools and materials are provided by the SMRPD and SCC to its Employees for the sole purpose of performing work related tasks. Tools are the property of the district and it is the responsibility of the Employee to use and maintain them appropriately. Deliberate carelessness or misuse of district property, or use without authorization, will not be tolerated and may result in disciplinary action being taken against the Employee, up to and including termination. Lost or misplaced property that has been issued to an Employee must be reported immediately to their respective Supervisor.

Keys are issued to employees as needed. Each Employee who receives district key(s) is responsible for its proper use and will be required to sign for it. A lost or misplaced key must be reported immediately to a Supervisor. Never duplicate or loan a key to anyone for any reason. See a Supervisor if another key is needed. Employees who take a leave of absence must turn in any keys prior to beginning their leave.

Upon an Employee's resignation or the termination of employment, or at any other time the district so requests, Employees are required to return all items and property issued to them.

PUBLICITY

In the course of advertising, public relations, or other similar conduct for business purposes, the district may utilize media resources. The SMRPD and/or SCC may use Employees' photographs, pictures, and/or voice transcriptions for promotion or advertising at any time without compensation.

PERSONAL MAIL AND VISITS

All mail delivered to the SMRPD and/or SCC is presumed to be related to district business. Personal mail should not be sent to any district address unless approved by a director. Mail sent to an Employee at district addresses will be opened by office personnel and routed to the Employee. SMRPD and/or SCC letterhead may not be used for personal correspondence.

Personal visits by friends or relatives during work hours can be disruptive to operations and are subject to approval by Director.

SOLICITATION & DISTRIBUTION OF LITERATURE

In order to ensure efficient operation of the district's business, to prevent distraction to Employees, and to avoid misinterpretations of endorsement, it is necessary to control solicitations and distribution of literature on district property. The SMRPD/SCC has established rules applicable to all Employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All Employees are expected to comply strictly with these rules. Any Employee who is in doubt concerning the application of the following rules should consult with their Supervisor.

With or without Supervisor approval:

- No Employee shall solicit or promote support for any cause or organization during his or her work time or during the work time of the Employee or Employees at whom such activity is directed
- No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the Employee or Employees at whom such activity is directed
- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on the district property

EQUAL EMPLOYMENT OPPORTUNITY

The Silverado Modjeska Recreation and Park District is an equal opportunity employer and is committed to enforcing active nondiscrimination programs. It is the stated policy of the District that all employees and applicants shall receive equal consideration and treatment in all aspects of their employment.

ACCOMMODATION IN THE RECRUITMENT AND HIRING PROCESS

The District will make reasonable accommodations in the recruitment process for the known physical or mental limitations of an otherwise qualified individual with a disability, unless undue hardship would result.

The District will conduct an interactive process, where appropriate in the hiring process, to evaluate potential reasonable accommodations for an employment candidate that may be offered and implemented without undue burden on District operations.

REASONABLE ACCOMMODATION

Reasonable accommodation is defined as any change to a job, the work environment, or the way job tasks or essential functions are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace. Any employee who requires a reasonable accommodation to perform the essential functions of the job should contact the President of the SMRPD Board of Directors and request an accommodation. The President of the Board will provide the employee with information detailing the employee's rights under the American's with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA). The individual requesting accommodation should specify what accommodation they believe is needed to perform essential functions of the job. They may be required to provide medical certification regarding the disability, any functional limitations and/or work restrictions, and the need for a reasonable accommodation. All medical information is kept in a confidential file and is disclosed only on a "need to know" basis or as required by law.

The District welcomes employees' suggestions regarding effective and reasonable accommodations that will enable them to perform the essential job functions. The District will make accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship would result. Through the interactive process, the District will make the final determination regarding whether to provide an accommodation and, if so, which accommodation to provide.

COMPLAINT OF DISCRIMINATION

Any employee who believes they have been subjected to any form of discrimination may provide a verbal or written complaint to their supervisor or any member of the District's Board of Directors.

Complaints of discrimination shall be filed and processed pursuant to the complaint procedure set forth in the District Harassment Prevention policy. The District will immediately undertake a thorough, neutral and objective investigation and attempt to resolve the situation. If the District determines that discrimination has occurred, immediate and appropriate action will be taken corresponding with the severity of the offense. Appropriate action will also be taken to stop the conduct and deter any future discrimination. The District will not retaliate against an employee for filing a complaint and will not permit retaliation or threat of retaliation by any employee. If an employee believes they have been subject to retaliation, the employee may file a complaint with the District in the same manner as provided in the Harassment Prevention policy.

WORKPLACE HARASSMENT

It is the policy of the District that employees have a work environment free of unlawful harassment, discrimination and retaliation.

Harassment and discrimination based on gender, gender identity, expression or transition; pregnancy, childbirth or related medical conditions; race (including natural hairstyles), religious creed, including religious dress and grooming practices, color, national origin or ancestry; Citizenship or immigration status, physical, mental, or special education disability; medical condition, genetic information or condition; marital status, or domestic partner status, age, sexual orientation, gender identity or gender expression, veteran or military service status, or any other basis protected by federal, state or local law or ordinance or regulation are prohibited.

All individuals are expected to conduct themselves in a manner consistent with this policy. All supervisors, managers and department heads are responsible for monitoring compliance with this policy and reporting observed or reported conduct that violates this policy.

The District will not tolerate harassment or discrimination of workers by managers, supervisors, coworkers or Board members. Similarly, the District will not tolerate harassment or discrimination of its workers by others with whom the District has a business, service or professional relationship. Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a mandatory duty to take steps to ensure that an investigation is conducted under the guidance of the Personnel Committee, to cooperate in the investigation and to assist the District in implementing immediate and appropriate corrective action. Managers and supervisors are also responsible to prevent any continuation or recurrence of harassing conduct that violates this policy. Failure to follow this policy may result in disciplinary action, up to and including termination.

Harassment in employment, including sexual, racial and ethnic harassment, is forbidden by law and is strictly prohibited by the District. Employees who violate this policy are subject to discipline, including possible termination. Harassment includes, but is not limited to the following:

- Unwanted sexual advances or verbal or physical conduct of sexual nature

- Gender harassment and harassment based on pregnancy, childbirth or related medical conditions regardless of gender
- Offering employment benefits in exchange for sexual favors
- Threatening retaliation after a negative response to sexual advances
- Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct, including using derogatory comments, labels, slurs and jokes
- Verbal innuendo or sexually suggestive comments, regardless of whether they are motivated by sexual interest
- Propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct, including touching, assault, impeding or blocking movements
- Unwanted comments about physical appearance
- Displaying, passing around, discussing or posting on walls or online cartoons, Internet Memes, posters, text material, commentary, pictures, or other graphic material that contains sexual content, offensive or vulgar language or pictures, whether directed toward any individual

Examples of sexual harassment include: (a) an employee being fired or denied a job or an employment benefit because the employee refused to grant sexual favors or because he or she complained about the harassment; (b) an employee reasonably quitting his or her job to escape harassment; or (c) an employee being exposed to a hostile work environment. The District will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the District knows that unlawful harassment has occurred.

BULLYING OR ABUSIVE CONDUCT

In addition to harassment based on a protected characteristic, the District prohibits acts of bullying or abusive conduct. Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment and bullying are expected of all employees.

Under California law effective January 1, 2015, abusive conduct is defined as “conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.”

Bullying is repeated, health-harming mistreatment of another employee. Examples of prohibited bullying include but not limited to:

- Screaming, swearing or name-calling
- Stealing
- Giving dangerous work assignments
- Using threatening, intimidating or cruel behaviors
- Deliberately humiliating a person

GENERALLY, BULLYING INVOLVES:

- Written, verbal, graphic or physical acts including electronically transmitted content, such as using the Internet, a cell phone or other device
- Behavior that substantially interferes with work, opportunities, and benefits of one or more employees, sometimes through actual sabotaging of work
- Behavior that adversely affects an employee's ability to function at work by placing the employee in reasonable fear of physical harm or by causing emotional distress.

Because bystander support can encourage bullying, the District also prohibits both active and passive support for acts of bullying. Employees should report incidents to a supervisor, manager or the Human Resources Department. Retaliation against any person who reports an act of bullying is strictly prohibited. Those who engage in bullying or retaliation for complaints about bullying or abusive conduct will be subject to appropriate discipline, up to and including termination.

REPORTING OPTIONS

Any employee who believes they have been the victim of harassment by coworkers, supervisors, customers, vendors, Board members or others should immediately notify their supervisor, the Personnel Committee or a member of the Board of Directors, depending on who they feel most comfortable contacting. The notification can be either verbal or written on an SMRPD Complaint form (forms located in Appendix under Forms). Information received, or incidents witnessed, of harassment towards other employees, should be reported.

The District will investigate any complaint of harassment regardless of when the harassment may have occurred. Those who feel they are being harassed are strongly encouraged to report it as soon as the harassing conduct begins to assist the District in eliminating harassment at the earliest stages.

Anyone who receives a complaint of harassment is required to follow this policy. If the complaining party is willing to engage in the informal process, the supervisor or manager should assist in that process and monitor the situation to ensure that the informal process is effective.

Any manager or supervisor who observes conduct in the workplace that may violate the District's harassment prevention policy is required to report it to the President of the Board. The District will take seriously any report or complaint that is raised and will engage in an appropriate factual inquiry. The Personnel Committee will determine the appropriate follow up to address the matter for potential neutral fact-finding, or a formal investigation.

NEUTRAL FACT-FINDING INVESTIGATION

When an allegation of harassment is received, the recipient shall immediately report the complaint to the Personnel Committee to ensure a timely investigation.

Every reported complaint will be taken seriously and addressed thoroughly. Upon making a complaint with the District, the employee will be provided with a copy of this policy. The President is the internal person designated by the District to investigate complaints of harassment. The Personnel Committee may delegate the investigation at their discretion to an outside investigator.

The District will undertake a timely, thorough and objective investigation appropriate to the circumstances. When necessary or appropriate, the District may elect to engage an independent, neutral factfinder to conduct the investigation. The investigator shall make and keep a written record including notes, declarations or audio recordings of witness statements. All documentation shall be retained as part of the record of the investigation. Every employee's cooperation is crucial, which requires participating truthfully and in good faith and providing information based on their personal knowledge. Retaliation or threat of retaliation is prohibited against the reporting party for making a complaint or participating in the investigation.

Based on the report and any other relevant information, the investigator shall, within a reasonable period of time, determine whether the conduct constitutes harassment. In making that determination, the investigator shall look at the record as a whole and at the totality of the circumstances. The determination of whether harassment occurred will be made on a case-by-case basis by the investigator.

All investigations will be confidential to the greatest extent possible. However, no individual may be promised anonymity or absolute confidentiality. All individuals who participate in the investigation, including the reporting party, individual witnesses or person(s) whose behavior is being investigated, will be treated with respect and subject to a fair and reasonable process.

It is important to note that conduct need not rise to an actionable level under the applicable legal standards in order to violate District policy.

The results shall be provided to the President of the Board or designee. The reporting party, the alleged harasser(s) and the appropriate supervisor shall be advised whether the complaint was determined to have merit, have no merit or the results were inconclusive as permitted by law.

Intentionally making a false accusation of harassment is strictly prohibited and violators will be subject to appropriate discipline, up to and including termination.

IMMEDIATE AND APPROPRIATE CORRECTIVE ACTION

If harassment is found to have occurred, the District will take immediate and appropriate corrective action to stop the harassment and prevent it from occurring in the future. Corrective action may include disciplinary action for the offending individual(s) up to and including termination. The District will protect the reporting party and others who participate in the District's investigation from retaliation.

Disciplinary action shall be consistent with the nature and severity of the offense, prior similar conduct or discipline and any other factors relating to the fair and efficient administration of District operations.

RETALIATION PROHIBITED DURING AND AFTER THE INVESTIGATION PROCESS

The District values an atmosphere of open communication for all District employees. Employees who report harassment and/or discrimination will not be retaliated against by The District's management, any fellow employee, or any third party such as a vendor, contractor, or patron. Making a report of harassment or discrimination will never, under any circumstances, be considered in any decision regarding hiring, firing, promotion, or any other term or condition of employment. Any employee who takes adverse action or otherwise retaliates against a subordinate or co-worker because that person lodged a harassment or discrimination complaint will be subject to appropriate discipline, up to and including termination.

The District expressly prohibits any form of retaliatory action or conduct against any employee for making a bona fide, good faith complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, the District determines that the complaint is not bona fide or brought in good faith, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

DISTRICT RESPONSIBILITIES

In addition to the responsibilities detailed earlier in this policy, the District shall implement this policy as follows:

- Each department head, manager and supervisor shall be responsible for maintaining a workplace free of unlawful sexual and other forms of workplace harassment
- The District requires all supervisory employees to attend a two-hour anti-harassment training within six months of being hired or promoted to a supervisory position and all non-supervisory employees to attend a one-hour anti-harassment training within 30 days of hire:
 - All required training shall be interactive and in compliance with the requirements of the California Fair Employment and Housing Act (FEHA)
 - The training will be presented or provided by a qualified instructor and shall include, at a minimum, information and guidance regarding the federal and state statutory provisions prohibiting harassment, the prevention and correction of harassment and remedies available to employees who are victims of harassment in the workplace
 - All anti-harassment training must be conducted every two years of employment
 - The District shall post mandated federal and state anti-harassment posters within each District work site
 - Upon hiring, the District shall distribute a copy of this policy and the State Department of Fair Employment and Housing's Sexual Harassment information sheet to employees

EMPLOYEE OBLIGATIONS

Employees, supervisors and managers are obligated to report instances of observed or reported harassment. The District cannot remedy harassment of which it is unaware; hence this mandatory reporting requirement.

Employees are further obligated to cooperate in every investigation of harassment including, but not necessarily limited to:

- Coming forward with factual information and documentary materials, both favorable and unfavorable to a person accused of harassment; and
- Fully and truthfully making a verbal or written report or answering questions when required to do so during the course of an investigation of alleged harassment by the District or outside agency such as the DFEH or EEOC.

Employees not complying with this obligation are subject to disciplinary action.

PERSONAL LIABILITY FOR HARASSMENT

Any employee who engages in prohibited harassment including any supervisor, may be subjected to a civil lawsuit and may be held personally liable for monetary damages. Any supervisor or manager who knew about actual or potential harassment and took no action to stop it or failed to report the harassment to the Personnel Committee may also be subject to discipline up and including termination. The District reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

OTHER REMEDIES

In addition, if an employee believes that harassment has occurred, they may file a complaint with the California Department of Fair Employment and Housing. Contact information of Fair Employment and Housing can be found on employment posters located in the District offices and every District facility. No action will be taken against any employee in any manner for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by the Department of Fair Employment and Housing.

PRIVILEGED DISCLOSURE OF ACCURATE, RELEVANT INFORMATION CONCERNING INVESTIGATION RESULTS

Pursuant to California law, the District shall avail itself of all applicable privileges from any claim of defamation based on its truthful disclosures, made without malice, to a prospective employer in a request for an employment reference. The disclosure shall be limited to the results of a neutral fact-finding internal investigation that include substantiated factual findings that an employee or former employee engaged in acts of workplace harassment that violated District policy and resulted in disciplinary action.

WORKPLACE SECURITY AND VIOLENCE PREVENTION

The District is committed to providing its employees a secure and safe work environment. The purpose of this policy is to maintain a zero-tolerance standard of violence in the workplace. This policy provides District employees with guidance that will maintain an environment at and within District premises and facilities as well as events that are free of violence and the threat of violence. This policy applies to all full-time and part-time employees and includes volunteers, temporary and provisional employees as well as contracted employees.

WORKPLACE VIOLENCE DEFINED

Workplace violence is behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property or serious harm, injury or death to others at the workplace. It includes, but is not limited to, the following:

- Threatening, physically aggressive or violent behavior, such as intimidation or attempts to instill fear in others
- Other behavior that suggests violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures
- Stalking, including following to and from work
- Defacing District property or causing physical damage to the facilities
- Defacing or damage to employee property, vehicles or belongings
- Assault of any form
- Physical restraint or confinement
- Dangerous or threatening horseplay
- Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
- Blatant or intentional disregard for the safety or well-being of others
- Cyberbullying: Bullying behavior in the form of intimidation, threats, humiliation and harassment that takes place on a digital platform such as computers, cellphones or other electronic devices
- Bringing firearms, or other dangerous objects or materials of any kind on District premises, in District parking lots, or while conducting District business

Note: Personal protective equipment could be approved on a case by case basis; pre-approval will be required.

DOMESTIC VIOLENCE

Domestic violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this policy, "domestic violence" is defined as abuse committed against an employee. Abuse is the intentional or reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking or making harassing phone calls, sending threatening emails or texts, to a person who is in any of the following relationships:

- Current or former spouse, domestic partner or cohabitant
- A person with whom the victim is having, or has had, a dating or personal relationship
- A family member

The District recognizes that domestic violence may occur in relationships regardless of the marital status, age, race or sexual orientation of the parties.

REPORTING

As part of this policy, the District seeks to prevent workplace violence before it begins. Behavior that suggests a propensity towards violence prior to any violent behavior occurring will be dealt with immediately. The prevention of workplace violence begins with recognition and awareness of potential early warning signs and following the established procedures for responding to any situation that presents the possibility of violence. This policy provides guidelines to help maintain a secure workplace.

Any employee who:

- is the victim of violence, or
- believes they have been threatened with violence, or
- witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate or potential danger, the employee shall contact the Police Department by dialing 9-1-1 and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area
 - The employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the District's Incident Report Form

In addition, the following incidents must be reported to a supervisor or manager immediately:

- If there is suspicion that the workplace is unsafe for any reason ("if you see something, say something")
- The loss of keys, fobs, or identification badges
- Suspicious activities or circumstances such as unusual items in odd locations, unattended packages or vehicles parked in odd locations and suspicious loitering without explanation
- Employees who believes they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the District
- Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work

GUN VIOLENCE RESTRAINING ORDERS

Pursuant to California law, the District, on its own initiative or at the documented request of a manager or employee, may apply to a court for the issuance of a gun violence restraining order prohibiting individuals with objectively established mental health issues from possessing a

firearm. This right will be exercised in the discretion of the District and will only be initiated based on objective and verifiable information. Any employee who believes that such a restraining order may be appropriate should raise the issue with the President of the Board of Directors in a confidential manner.

INVESTIGATION OF WORKPLACE VIOLENCE

All reports of workplace violence will be taken seriously and investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. The District will maintain the confidentiality of the reporting individual and of the investigation to the extent possible. However, no individual may be promised anonymity or absolute confidentiality. The District may need to disclose results in the appropriate circumstances, for example, to protect individual safety and refer the matter to local law enforcement for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include, but are not limited to:

- Visit the scene of an incident as soon as possible
- Interview injured and threatened employees and witnesses
- Examine the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
- Determine the cause of the incident
- Take mitigating action to prevent the incident from reoccurring
- Record the findings and actions taken

RETALIATION PROHIBITED

The District will not tolerate retaliation against any employee who reports workplace violence. If an employee believes they have been subject to retaliation, they may file a complaint with the District.

MITIGATING MEASURES AND CORRECTIVE ACTION

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include, but are not limited to:

- Notification of law enforcement authorities when a potential criminal act has occurred
- Provision of emergency medical care in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance
- Filing a restraining order as appropriate
- Increased security if necessary
- Post incident training

If the District determines that workplace violence has occurred, the appropriate corrective or disciplinary action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for workplace violence will be subject to appropriate

disciplinary action according to the nature and severity of the offense and any prior record of discipline. If the workplace violence is that of a nonemployee, the District will take the appropriate corrective action.

DRUG AND ALCOHOL POLICY

It is the intent of the District to operate in an environment free of drugs and alcohol. The District is a Drug Free Workplace under both the Federal and State Drug Free Workplace Acts and is intended to comply with all applicable federal and state regulations. The District believes that use and/or influence of drugs or alcohol during working hours jeopardizes the welfare and safety of District employees as well as compromising productivity and efficiency in the delivery of essential services.

In addition, the use or possession of prohibited substances on the job constitutes a potential danger to the welfare and safety of the public and other employees and exposes the District to the risks of property loss, damage or injury to other persons. Compliance with the following provisions of the workplace drug and alcohol policy is mandatory, and a condition of employment. Failure to follow the conduct and standards established by this policy shall be cause for discipline up to and including dismissal from employment.

Any questions regarding this policy may be directed to Management or the Personnel Committee.

SCOPE

The following rules and standards of conduct apply to all employees when reporting for work, during the workday (including meals and rest periods), while working on District premises or when performing any related District business “on the clock.”

Prohibited Substances

Prohibited substances addressed by this policy include the following:

- Drugs, alcohol or controlled substance which may cause significant impairment of job performance or behavior that is a threat to the safety of employees or others
- All substances listed in any federal, state or local controlled substance acts or regulations, including but not limited to, marijuana, amphetamines, opiates, cocaine and other illegal substances
- Prescription drugs when the use of such drugs impairs an employee’s ability to safely and effectively perform their job duties or affects the safety or wellbeing of others under the following guidelines:
 - If the District determines that working while using prescription medications could pose a safety hazard to the employee or others or adversely affect the employee’s job performance, the employee may be required to take paid or unpaid leave of absence until the employee is able to resume their duties safely
 - Employees are not required to disclose the type or reason for taking the medication

- If there is a question regarding the employee's ability to safely and effectively perform the job while using medication, clearance from a qualified physician may be required

An employee's failure to provide this notice will result in discipline, up to and including termination.

EMPLOYEE RESPONSIBILITIES

It is the responsibility of all employees to ensure that the work environment is free of prohibited substances, such as alcoholic beverages, illegal drugs, narcotics or other controlled substances. Any employee with personal knowledge of another employee's use, possession, distribution or purchase of prohibited substance near or during duty hours, on District property or while otherwise performing activities on behalf of the District shall immediately report this to their immediate supervisor or a manager. It is imperative that this is reported when the suspicion arises and not wait until the following day or week. Any employee who has such personal knowledge and fails to report such activities to management shall be subject to disciplinary action up to and including dismissal.

In accordance with the Drug-Free Workplace Act of 1988, all employees must notify the District of any conviction on a charge of illegal sale or possession of any controlled substance while on District property or during any District related activity, within five days after the conviction.

Prohibitions

The District strictly prohibits all employees while on duty (or "on the clock") from the following:

- Use of or being under the influence of prohibited substances during working hours
- Being under the influence of a prohibited substance while driving a District vehicle or the employee's own vehicle while engaging in District business
- The manufacture, distribution, sale or purchase of a prohibited substance, either directly or through a third party, or use of any District property for these purposes
- Possession, use or being under the influence of a prohibited substance unless it is prescribed by their physician and the employee properly notified the supervisor if applicable
- Absence or tardiness as a result of having been under the influence of a prohibited substances
- Refusing to submit immediately to any alcohol or drug test required by this policy when directed to do so by the District. Refusal includes but is not limited to:
 - A refusal to provide a sample for a test
 - An inability to provide a sample or adequate amount of sample without a valid medical examination
 - A refusal to complete and sign a testing authorization form
 - Tampering with or attempting to alter or substitute a testing sample or otherwise obstructing the collection or testing procedure in any way
 - Not reporting to the collection site in the time allotted by the District

- Failing to provide a timely notification to a District supervisor of the use or influence of any prescription drug which may interfere with the safe and effective performance of duties or the operation of District equipment
- Refusing to submit to a search when directed by the District, upon reasonable suspicion
- Being under the influence of alcohol or controlled substances outside of working hours while wearing District apparel or resulting in conduct that reflects negatively on the District

CONSEQUENCES

Violation of the above policies will result in disciplinary action, up to and including termination, regardless of whether an employee is charged with or convicted of any crime related to a violation of this policy. The District also may bring the matter to the attention of appropriate law enforcement authorities and thereby subject an employee to criminal or civil penalties.

Any employee reasonably believed to be under the influence of alcohol, drugs or controlled substances shall be immediately prevented from engaging in further work and arrangements should be made to safely transport the employee from the worksite.

TESTING REQUIREMENTS

Participation in the suspicion-based testing program is a condition of employment. Employees who refuse to participate may be subject to disciplinary action up to and including termination. The procedures regarding alcohol and drug testing, including collection of testing specimens, are established by a third-party laboratory in compliance with all applicable laws.

A reasonable suspicion drug or alcohol test may be conducted when there are reasons to believe that drugs or alcohol use may adversely affect job performance. A reasonable suspicion referral for testing will be based on documented facts and circumstances which are consistent with the short-term and long-term effects of substance use. Examples of reasonable suspicion include, but are not limited to, one or more of the following:

- Observations regarding appearance, behavior, speech or body odors
- Indication of chronic use and withdrawals from the effects of controlled substances
- Erratic behavior or fighting, physical or verbal assaults
- Patterns of tardiness or absence
- Behavior following an accident or near accident
- Safety violations or flagrant disregard or violation of established safety or security procedures
- Tampering with alcohol and drug testing procedures or results
- Possession of drugs, alcohol, controlled substances or drug paraphernalia
- Sleeping on the job

A supervisor who observes behavior that leads them to suspect drug or alcohol use must report specific observations immediately to the President of the Board of Directors before an employee

is tested. Ideally, the supervisor should obtain a second supervisor's or Board member verification for dual observation. For safety purposes, a supervisor will transport the employee to the nearest testing facility or otherwise require an escort for the employee.

The District is responsible for the transportation to and from the laboratory or testing site and all related expenses. Testing shall be in accordance with standard and generally approved and recognized procedures for collection, testing, maintenance of records and results. Test reports will generally be reported as negative, inconclusive or positive for drugs, narcotics, controlled substances or alcohol. The results shall be provided to the employee, the supervisor and the Personnel Committee or designee. Otherwise, the results shall remain confidential. Upon completion of the sample collection, the employee shall be placed on paid administrative leave pending the results of testing. Upon notification of a negative test the employee shall immediately be returned to duty. In the event test results are inconclusive the employee will be required to take the test again as soon as possible. If the results are positive for an illegal drug or alcohol, the employee shall be subject to discipline up to and including termination.

WORKPLACE SEARCHES

The District reserves the right to conduct lawful searches of any property of which it maintains control or joint control. The District may enlist the assistance of law enforcement personnel in connection with the enforcement of this policy. An employee's personal private property such as purses, backpacks, coats, clothing, personal vehicles, or any other personal property belonging to employees are subject to search only with the consent of the employee. In the event the District determines that there is reasonable suspicion that the employee is in current possession or the consumption of illegal drugs or alcohol while on duty, a designated District representative shall:

- Inform the employee of the evidence
- Seek consent of employee to conduct a limited and reasonable search of the employee or their personal property

If employee refuses to consent to a limited and reasonable search after being notified of the basis for suspicion, the District may conclude that the failure to consent is an act of insubordination and violation of this policy and subject to discipline up to and including termination.

EMPLOYEE CLASSIFICATIONS, EVALUATIONS, AND EXPECTATIONS

CLASSIFICATIONS AND EMPLOYEE STATUS

All employees of the District are employed at-will for an indefinite period. This means that employees may resign at any time for any reason, with or without notice or cause. Likewise, the District may terminate an employment relationship at any time with or without notice. For purposes of wage and salary administration, eligibility for overtime and employee benefits, full-time and part-time District employees are classified as the following:

Probationary Full-Time Employees

A probationary full-time employee is regularly scheduled to work 80 hours per pay period or an agreed upon schedule resulting in 2,080 hours per year. This is a new, rehired or promoted employee who serves a 6-month period of close supervision and evaluation to assess the employee's performance of the required job duties. During the probationary period, the employee serves at the will of the District and may be discharged without prior notice and without cause. The probationary period is normally six months; however, it may be extended by the Personnel Committee. If interrupted by an authorized leave of absence, the probationary period will be extended accordingly.

Regular Full-Time Employees

A regular, full-time employee is one who has successfully completed the probationary period and is scheduled to work 80 hours per pay period. A full-time employee may be classified exempt or non-exempt.

Exempt Employees

Exempt employees are probationary or regular full-time employees who are exempt from the overtime and other provisions per the Fair Labor Standards Act (FLSA). They are defined as executive, administrative, or professional. These employees are not eligible to receive overtime or accrue Compensatory Time Off (CTO). They are engaged in work which is primarily managerial, intellectual and/or creative, and which requires exercise of discretion, independent judgement and supervisory control over other employee(s).

Non-Exempt Employees

Non-exempt probationary or regular full-time employees are subject to the overtime provisions of the FLSA. These employees are eligible to receive overtime or accrue CTO.

Regular Part-Time Employees

Regular part-time employees typically work consistently in a year-round schedule. They are paid an hourly rate and work an average of 30 hours per week or less, not to exceed 1,500 hours per year.

Seasonal Employees

Seasonal employees hold a position for a limited duration arising out of special projects, short-term (less than a year) programs, emergencies, abnormal workloads or as needed. Seasonal employees are paid hourly. All seasonal employees are subject to layoff at the end of the work assignment or "season."

Volunteers

Volunteers perform or give their services of their own free will under the direction and supervision of District staff. Volunteers are covered under the District Workers' Compensation Plan.

PERFORMANCE EVALUATIONS

Employees and their supervisors are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A performance evaluation is a formal process to provide the necessary feedback and tools to meet District expectations.

Employees should receive an evaluation and report on their work performance, business and professional behavior, customer service skills and other job-related performance criteria. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year. Evaluations should be used to acknowledge the merit of above standard performance and to prescribe the means and methods of correcting deficiencies, if any, to achieve a required level of performance. The signed copy shall be placed in the employee's personnel file. Signing the performance evaluation is not an admission by the employee of the truth of such entries, but rather an acknowledgment that it has been presented and discussed with the employee. The employee has the right to file a written response to both favorable and unfavorable entries. The evaluation and an employee's written response shall be maintained in the employee's personnel file.

New employees will receive a performance evaluation at the end of the probationary period. This applies to newly hired employees and those who have been promoted to new job positions.

Following the initial year of hire or promotion, employees will be evaluated at least once every 12 months. Performance evaluations and merit pay increases are based on a full year of work and, therefore, may be extended if there is a leave of absence or probationary period. However, evaluations may be given more frequently as further described below:

- When an employee is promoted, demoted or transferred
- Whenever the General Manager, appropriate department head or employee's supervisor believes there has been a significant change in the employee's performance or responsibilities

If employee is placed on probation, performance evaluations will be conducted when the probationary period is completed.

Performance Improvement Plan (PIP)

The purpose of the Performance Improvement Plan (PIP) is to help supervisors and employees address and resolve performance issues. These issues may be identified during the employee's regularly scheduled performance evaluation or at some other point during the year.

The PIP is a comprehensive work plan developed by the supervisor and Personnel Committee to identify specific performance issues that need to improve, expectations clearly stated and specific measurable outcomes that must be demonstrated. The PIP is tracked closely and is a highly directed, constructive process intended to retrain an employee in the proper behavior and performance of their job.

Should an employee fail to successfully complete a PIP, the employee is subject to disciplinary action up to and including termination.

Impact of Extended Absence or Probationary Period on Evaluations

Paid or unpaid absences longer than 30 consecutive calendar days may result in delay of performance evaluations until the employee has completed 12 months of actual attendance in a combination of time before, and after, the leave. The scheduled date of the subsequent performance evaluations may be adjusted from that point forward. If an employee has been put on probation the performance evaluations shall be conducted once the probationary period is completed.

Employee Information and Emergency Data

Employee personal information and emergency contact information shall always be kept up to date. Any time there is a change to this information, employees shall promptly complete the appropriate forms (Change of Address, W-4 Form, Emergency Contacts form, etc.). Employees are responsible to keep the following personal information updated:

- Full legal name
- Home or mailing address
- Telephone numbers
- Change of emergency contact(s) information
- Marital or Registered Domestic Partner or exemption status for W-4 and applicable benefits

Employee Records

SMRPD shall maintain the official personnel file for each employee of the District. It shall include but not be limited to pre-hire documentation with the employee's legal name, title of the position held, the department to which the employee is assigned, salary; changes in employment status, employee performance evaluations, records of disciplinary action, if any, and other information that may be considered pertinent.

Information in the employee's personnel file is confidential and will not be revealed to outside sources except as required by law or with the consent of the employee. Upon request, an employee may make an appointment to inspect their personnel file during normal working hours at the District office. The file must remain in the presence of a District representative and may not be removed from the District office. Employees may request copies of materials maintained in their personnel file. An employee's supervisor or manager is also permitted to review the personnel files for the employees they supervise or manage.

Employee References

All requests for references must be directed to the Personnel Committee or the Director of the Silverado Children's Center. No other employee may provide information about a current or former employee without prior authorization of the Personnel Committee or their designee. If a request for reference is made, the District will disclose only the employee's dates of

employment, the titles of the position(s) held and confirm the amount of salary or wage earned. However, additional information may be released with prior authorization from the employee. Letters of reference prepared by supervisors or management regarding current or past employees must be reviewed and approved by Personnel Committee prior to dissemination.

EMPLOYEE STANDARDS AND CONDUCT

It is the policy of the District to uphold ethical guidelines and to ensure that District employees conduct themselves in a manner that fosters public confidence in the integrity of the District, its processes and its accomplishments.

Standards of Conduct

As members of the SMRPD/SCC team, employees shall accept certain responsibilities and adhere to acceptable business principals in matters of personal conduct. Employees should always exhibit a high degree of ethics and integrity and represent the District professionally and responsibly in relationships with fellow employees, customers and the community. The District values honesty in communication and personal responsibility. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from behavior that might be viewed unfavorably by current or potential customers and the public at large.

The purpose of the District Standards of Conduct is not to restrict rights, but rather to be certain that all employees understand what is expected and necessary. It would be virtually impossible to have a standard of conduct for every situation. However, when a situation occurs where the proper course of action is unclear, an employee should request advice from their supervisor.

Conducting Personal Business

Employees are only to conduct District business while at work. Employees may not conduct personal business or business with another employer during their scheduled working hours (excluding breaks). Examples of prohibited personal business are:

- Personal use of the Internet
- Personal phone calls
- Excessive socializing that disrupts the work of the employee and others
- Running personal errands while on the clock

Personal business may only be acceptable in the case of emergencies or urgent matters and will be approved on a case-by-case basis.

Conflicts of Interest

Employees are expected to devote their best efforts and attention to the performance of their jobs. Moreover, employees are expected to use good judgment, to adhere to high ethical standards and to avoid situations that create an actual or potential conflict between their personal interests and the interests of the District.

For the purpose of this policy, a conflict of interest is defined as a circumstance where an employee becomes unreliable, or there is the appearance of unreliability, because of a conflict between personal and professional affairs. For example, a conflict of interest exists when the employee's loyalties or actions are divided between the interests of the District and those of another, such as a relative or vendor. Both the fact and the appearance of a conflict of interest should be avoided.

In accordance with state law, every elected official and public employee who influences governmental decisions are required to complete a Statement of Economic Interests (Form 700) annually to report any financial interests that may pose potential conflicts of interest including: the receipt of gifts, raffle prizes and entertainment; favors; stocks; vehicle sales; rental properties; business investments; and other income. Such employees will be notified to provide transparency and ensure accountability.

Employees unsure as to whether a certain transaction, activity or relationship constitutes a conflict of interest should discuss it with their supervisor, President of the Board of Directors or Personnel Committee for clarification. The District retains discretion to take disciplinary action for any violation of this policy should a fact-finding investigation substantiate misconduct.

Relationships with Vendors

Employees shall disclose financial interest in any business organization that has a contractual relationship to provide goods or services, or both, to the District. Employees should avoid directly investing in or acquiring a financial interest in these companies. The District reserves the right to take appropriate action if such investment or interest could influence, or create the impression of influencing, their decisions in the performance of their duties on behalf of the District. Any employee who has a financial interest in a vendor used by the District shall not select or be on a selection committee for these services.

Gifts, Entertainment or Favors

Employees must not accept gifts, tips, entertainment or personal favors that could influence, or appear to influence, business decisions in favor of any person or organization which the District has, or is likely to have, business dealings with. Similarly, employees must not accept any other preferential treatment under these circumstances because of their position with the District that might be inclined to, or be perceived to, place them under obligation.

With the permission from the Board of Directors or designee, gifts may be received under the following guidelines:

- Is customary and gives no appearance of impropriety and does not have more than a nominal value
- Does not impose any sense of obligation on either the giver or the receiver
- Does not result in any kind of special or favored treatment
- Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense
- Is given and received with no effort to conceal the full facts by either the giver or receiver

HANDLING DISTRICT FUNDS

Employees who have access to District funds must follow the prescribed procedures for recording, handling and protecting money. The District imposes strict standards to prevent fraud

and dishonesty. If an employee becomes aware of any evidence of fraud and dishonesty, they shall immediately advise their supervisor, or management so the District can promptly investigate further.

When an employee's position requires spending District funds or incurring any reimbursable personal expenses, that individual must use good judgment. SMRPD's procurement procedures goal is to provide an economic and efficient function, while maintaining quality requirements and equitable competitive relations with vendors. Values include:

- Regard to public service and trust, giving primary consideration to interests of the District
- Avoid unfair practices and give all qualified vendors an equal opportunity to do business with the District
- Refuse to accept any form of commercial bribery and prevent the appearance of doing so
- Purchase without prejudice, stimulate competition on all procurements, and seek to obtain the maximum value for each dollar spent
- Maintain open, public records of firms solicited, and all price quotes

Employee shall not obligate the District, financially or otherwise, by any means, including but not limited to purchase orders and contracts, when the employee has a personal, material, financial, or other interest in the obligation

Employees are prohibited from directly or indirectly soliciting or accepting any rebate, kickback, gift, gratuity or favor for personal gain from any individual or vendor without prior approval.

Employees that require travel reimbursement shall confirm the procedures and maximum limits with the Treasurer or President of the Board.

See Financial Policies for further detail and explanation.

District Records and Communications

Accurate and reliable records of many kinds are necessary to meet the legal and financial obligations of the District. District records must reflect all business transactions in an accurate and timely manner. The employees responsible for cash handling must fully report records of payments, refunds and discounts. Employees responsible for accounting and record keeping must fully disclose and record all assets and liabilities and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to false expense, attendance, production, financial or similar reports and statements.

Confidentiality

Select employees may be provided access to confidential information regarding the District, its vendors, fellow employees and members of the public. Employees have a responsibility to safeguard the confidential information encountered during their duties. It is recognized by the District that the release of certain confidential information may be required in the performance of their duties. However, the employee shall receive approval from their supervisor prior to the release of any confidential information. Examples of confidential information include but are not

limited to personnel files, medical records, employment status, personnel investigations, disciplinary actions, customer information, and potential litigation.

Per California Government Code Section 54963, an employee may not disclose confidential information that has been acquired by being present in a closed session of a Board Meeting. Any breach of District confidentiality will not be tolerated, and legal action may be taken by the District.

PROHIBITED CONDUCT

The following conduct will not be tolerated by the District and will result in disciplinary action. The District reserves the right to determine the appropriate level of preventive, corrective or disciplinary action appropriate for any situation.

The following list of prohibited conduct, while not exhaustive, sets forth some examples of conduct which may result in disciplinary action, up to and including termination:

Attendance

1. Unauthorized absence from work without approved leave
2. Failure to notify a supervisor when unable to report to work
3. Failure to obtain permission to leave work for any reason during normal working hours
4. Failure to provide a physician's statement when requested or required to do so
5. Failure to observe working schedules, including rest and lunch periods
6. Excessive approved or unapproved absences and/or tardiness that interferes with the orderly operation of the District or with the efficient performance of employee's essential job duties, unless protected by law

Behavior

1. Falsification of information supplied to the District. This includes, but is not limited to, information supplied on application forms, personnel records, loyalty oaths, time keeping records, injury reports, cash handling records or any other reports, documents, or records pertaining to District employment, operations or compliance with any applicable laws
2. Discourteous or unprofessional treatment of fellow employees, customers and the community
3. Committing of or involvement in any act of unlawful harassment, bullying, retaliation, or discrimination of another individual
4. Use of excessive foul language while in the course of employment
5. Insubordination - This shall include, but is not limited to, refusal or failure to comply with a lawful, direct order to perform regular or assigned work or refusal to cooperate fully
6. Dishonesty or fraud
7. Unauthorized use, misuse, abuse, misappropriation, theft or embezzlement of District funds or public property

8. Deliberate or careless destruction or damage of any District property or the property of any employee or customer
9. Failure to return to the District any valuable articles (i.e., jewelry, money, electronic equipment) found by the employee during the performance of their duties within any areas under the jurisdiction of the District; failure to follow lost and found procedures
10. Unauthorized use or theft of District equipment, time, materials or facilities
11. Removing or borrowing District property without prior written authorization by the department head
12. Provoking or engaging in a physical altercation during working hours or on District property
13. Making threats of violence through physically threatening conduct, verbal, written or electronic communications
14. Bringing any weapon onto District premises at any time, including without limitation firearms, blades not used for business purposes, explosives, or toxic substances
15. Conviction of a felony or other criminal act, which is of a nature to discredit the District or adversely affect the employee's ability to perform the duties of their job. A plea or verdict of guilty, or a conviction following a plea of nolo contendere (plea by which a defendant in a criminal prosecution accepts conviction as though a guilty plea had been entered but does not admit guilt), is deemed to be a conviction for purposes of this standard
16. Improper political activity as governed by the Federal Hatch Act and the California Government Code. This includes being a candidate for public office in a partisan election; using official authority or influence to interfere with or affect the results of an election or nomination; directly or indirectly coercing, or attempting to coerce, command or advise a state or local official or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purpose
17. Improper abuse of a position of power within the District, for personal benefit, or for purposes of reprisal or retribution
18. Use, threaten or attempt to use political influence in securing appointment, promotion, leave of absence, change in classification, salary or character of work; use, threaten to use, urge or solicit any other employee or officer to use their office of employment for improperly influencing any act of any officer or employee
19. Acceptance of money or a gift for the performance of an act within the scope of employment if the intent is to influence the employee's behavior.
20. Refusal to take and subscribe to any oath or affirmation which is required by law in connection with employment
21. Soliciting or engaging outside work for personal gain during the conduct of District business
22. Participation in an unlawful strike, work stoppage, slowdown or other job action against the District
23. Wearing District identified uniforms off duty into a public or private establishment, the nature of which may adversely reflect upon the District or willful misrepresentation of the District
24. Conduct, either during or outside of duty hours, which negatively impacts the employee's ability to render service to the District or harms or causes discredit to this District

Work Performance

1. Failure to maintain minimum qualifications for the employee's position, including required licenses or certificates
2. Substandard performance or inexcusable neglect of duty
3. Willful or persistent violation of any District rules, policies or procedures
4. Failure to comply with safety rules and regulations

OFF DUTY CONDUCT

While the District does not seek to interfere with the off duty and personal conduct of its employees, and public employees enjoy Constitutional protections for free expression and association, certain types of off duty conduct may interfere with the legitimate business interests of the District. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the District or their own integrity, reputation or credibility. This includes in person, verbally or in writing including online with social media. Legal or illegal off duty conduct by an employee that adversely affects the District's legitimate business interests or the employee's ability to perform their job will not be tolerated.

Outside Employment

The District is aware that employees may engage in work outside of the District. During the performance of their work, employees are expected to devote their energies to their jobs with the District. The following types of employment elsewhere are strictly prohibited:

- When it conflicts with an employee's work schedule, duties and responsibilities
- When it creates a conflict of interest
- Work or related activities on District property or using District facilities and/or equipment

Self-employment shall be considered outside employment for the purposes of this policy.

Falsification of Records

The District strictly and expressly prohibits the falsification of District records. Any employee found to have engaged in this form of misconduct shall be subject to immediate termination and possible prosecution.

Investigations of Misconduct

Investigations of employee misconduct range from informal fact finding conducted by an employee's supervisor to a more formal interview process conducted by Human Resources, a member of management or an outside investigator hired by the District. Additionally, the SMRPD reserves the right to inspect all District property as permitted by law to ensure compliance with its rules and regulations, without notice to the employee at any time, and not necessarily in the employee's presence.

As conditions warrant, it may be necessary for the District to investigate an alleged or suspected form of misconduct by an employee or other person. In these cases, employees should understand that the District has a legal obligation to conduct such investigations to ensure that the workplace remains efficient, safe, honest, respectful, ethical, legally compliant, and in other ways professional at all times. Therefore, the District has made the reporting of any suspected inappropriate act by any person, and cooperation with any resulting investigation, both an expectation and condition of employment.

Any employee who has information concerning an act of misconduct, or believes that such an act may have occurred, is required to report all known information about the incident to their supervisor, Personnel Committee or board member promptly. Thereafter, employees should refrain from discussing the matter reported or under investigation with other persons. Failure to report a known or suspected violation of District policies, practices, procedures, administrative directives or violations of any law, is considered an act of dishonesty and will be subject to disciplinary action up to and including termination.

If an employee is subject to a formal investigation, the employee will receive notice in advance of the interview time, place and the persons who will be involved when feasible. If notice cannot be given in advance, the employee will receive notice at the time of questioning.

Customer Relations

Employees are expected to be polite, courteous, prompt and attentive to every customer, both internal and external. All employees must make every effort to achieve complete, accurate and timely communications by responding promptly and courteously to all proper requests for information and complaints. Customer service training may be provided to employees by supervisors or other training opportunities.

Attendance and Punctuality

All employees of the SMRPD/SCC are expected to report to work as scheduled, prepared to start work upon arrival and be regular in attendance. Regular attendance and being on time are critical for providing excellent customer service. Employees are also expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure or other unanticipated unapproved absences from scheduled hours are disruptive and must be avoided.

Any employee who is unable to report for work as scheduled must, under all but the most extenuating circumstances, contact their supervisor as soon as possible. The employee shall make all attempts to ensure confirmed notification. This contact must be made using the most appropriate communication method for the department in which the employee is assigned. Individual supervisors may request this contact by phone, text, email or another specified communication method. Whichever communication method is used, the employee shall leave contact information so the supervisor can return the message.

If employees fail to arrive on time for their assigned shift without calling prior to that time, they may be considered tardy for that day. In all cases of absence or tardiness, employees must provide an explanation to their supervisor. Employees also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

The District defines excessive absenteeism as more than two (2) days absent in a pay period that does not include vacation, administrative and other approved leaves of absence. Tardiness is defined at any time after the start time of the scheduled shift. However, lesser amounts may be considered excessive if they result in a demonstrated negative impact on the work unit or if the employee is falling into a demonstrated pattern.

DRESS CODE AND GROOMING STANDARDS

Employees represent the SMRPD and/or SCC when on duty. In choosing appropriate work attire, employees should consider public contact, the nature of the job, safety and working conditions. The District expects all employees to be neat and clean, to dress for work according to generally accepted business and professional standards as dictated by their work assignment and as required by their job duties. Supervisors will set an appropriate dress and appearance code to provide the best possible image of the District to the community. In enforcing this policy, the District will not discriminate against any employee with a natural hairstyle (braids, twists, locks, or other hairstyles protected from discrimination or harassment based on race) in accordance with California law.

In the event that an employee requests a reasonable accommodation for a disability, the District will conduct an interactive process to evaluate all potential effective and reasonable accommodations that can be implemented without undue burden on District operations.

An employee whose religious beliefs or practices conflicts with the Dress Code and Grooming Standards may request an accommodation. This includes wearing of religious clothing, head or face coverings, jewelry, artifacts, and other items that are part of the observance of one's religion. The District will make reasonable accommodations, as appropriate, that do not result in undue hardship or safety risks. All decisions will be made in accordance with the District's interactive and reasonable accommodation process.

Inappropriate Dress and Grooming Standards

While Supervisors are charged with setting appropriate dress standards for their department, the District reserves the right to restrict dress for legitimate reasons relating to safety, hygiene or environmental conditions in all District facilities during regular working hours. These standards include:

- Torn, dirty or frayed clothing is unacceptable; all seams must be finished
- Shirts with graphics or words that are objectively offensive based on content that is racial, sexual, religious, ethnic, or mocking disabilities, or otherwise violates the District's policy against unlawful harassment or discrimination
- Perfume and cologne should be in good taste and not distracting to employees or the public

The District expects all employees to exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties. The company recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or body art as a matter of personal choice. For the purposes of this section, "body art" includes permanent tattoos, temporary tattoos, scarification, branding, scalpelling and body painting.

In keeping with this approach, the District allows reasonable self-expression through personal appearance, unless a) it conflicts with an employee's ability to perform their position effectively or with their specific work environment, or b) it is regarded as offensive or harassing toward co-workers or others with whom the District conducts business and has contact with employees.

Body Art and Jewelry Standards

Factors that management will consider when determining whether body art and jewelry may pose a conflict with the employee's job or work environment include:

- Safety of self or others
- Offensiveness to co-workers, the community, vendors or others in the workplace based on: racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature or if it violates the District's policy against unlawful harassment or discrimination
- Extremist or gang-related body art or jewelry

If management determines an employee's jewelry or body art may present such a conflict, the employee will be encouraged to identify appropriate options such as removal of excess or offensive jewelry, covering of tattoos or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect and fair and consistent treatment for all employees is the District's goal. Nonetheless, the District is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment.

CONFLICT RESOLUTION AND GRIEVANCE RIGHTS

A grievance is defined as a complaint by an employee or group of employees alleging a claimed violation, misinterpretation or misapplication of District Policies or rules affecting terms or conditions of employment. It is important that these types of issues be brought forward so they can be resolved. Corrective or disciplinary actions, layoffs, rejection from probation, the content of performance evaluations, hiring and promotional decisions and withholding of merit increases are not subject to the conflict resolution process.

The purpose of the conflict resolution process is to resolve grievances or issues informally at the level closest to their point of origin and to provide an orderly procedure for the prompt, fair, and impartial review and resolution of problems which may arise.

Resolution Process

Initial Review

Employees should attempt to resolve the issue by informal conference with their immediate supervisor or management as soon as reasonably possible after becoming aware of the issue. Each party involved in the resolution process shall act quickly so that issues may be solved promptly.

Department Review

If an informal meeting with the immediate supervisor or management does not resolve the issue, the employee may submit the issue in writing to the Personnel Committee. The submission shall include:

- A concise statement of the grievance or issue
- The policy alleged to have been violated
- The date(s) and time(s) of the violation or incidents
- All known parties
- The requested remedy and a summary of the initial review discussion

Since it is important to resolve issues quickly, the written request shall be presented within two weeks (14 calendar days) of the initial review meeting.

The Supervisor and/or Personnel Committee shall conduct an appropriate level of investigation and provide a written response to the employee. Any of the parties may request a meeting to discuss the issue in order to potentially reach a timely resolution. The Supervisor and/or Personnel Committee will provide the written response within two weeks after the meeting or review of the written request.

General Provisions

- At any step of the resolution process any involved party may request the Personnel Committee or District employee(s) to participate in discussions that may take place
- If, in the sole discretion of Personnel Committee, it is determined that additional time is necessary to investigate or consider the circumstances of the conflict, the grievant will be notified that additional time will be required
- Filing a grievance does not automatically give permission to exclude a job function or duty as required unless there is a clear and present danger to do so.
- All records of any resolution review rising to the Personnel Committee level shall be retained in the files; these records shall be filed separately from personnel files
- All discussions and documents regarding the issue and potential resolution are maintained as confidentially as possible; information shall be shared with the District Board of Directors on a “need to know” basis
- Employees making use of the conflict resolution process shall not be subject to retaliation for bringing the issue forward to the District

DISCIPLINE AND PERSONNEL ACTION

Discipline

The use of this policy serves to inform the employee that their conduct or performance is below standard, to provide a warning and counseling, and to plan a course of action to resolve the problem. It is in the best interests of the District to ensure fair treatment of all employees and to ensure all disciplinary actions are prompt, fair and uniformly applied and documented.

Any employee who violates District policies, standards of employee conduct, or whose job performance is unsatisfactory may be given the opportunity to correct the behavior and improve performance. Normally, the employee’s immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as the nature of the incident, severity, frequency of the violation and the employee’s overall work record before disciplinary action is taken. The employee’s supervisor or Personnel Committee reserves the sole right to determine the appropriate level of preventive, corrective, or disciplinary action appropriate for any situation

General Provisions

To achieve the most effective use of disciplinary action, it is essential that all supervisory personnel be familiar with District and Department policies and regulations so that infractions are quickly and accurately identified and addressed

In all instances where disciplinary action is required, it is the responsibility of the supervisor to initiate disciplinary action in collaboration with the Personnel Committee

All disciplinary action must be documented and submitted to the Personnel Committee. Only written reprimands and formal disciplinary actions will be added to the employee's personnel file.

All supervisors are required to consult with the Personnel Committee or designee when recommending any actions beyond a verbal coaching or written warning. All recommendations for an adverse action must be reviewed with the Personnel Committee

Unpaid suspension for disciplinary purposes is different than placing an employee on a paid administrative leave during an investigation; administrative leave is meant to enable the District to complete an investigation; it is not disciplinary or punitive in nature.

Discipline Process and Adverse Actions

Verbal Coaching

The coaching and counseling phase is to provide the employee with information that will either prevent potential violations or correct it once it has been noted. As with all discipline, this phase is meant to improve the employee's performance on the most informal basis possible.

Written Warning

An employee will be given a written warning when a problem is identified that justifies a more serious response. The employee will be given an explanation of the infraction, corrective action required, an opportunity to explain and notification that further offenses will result in more serious consequences.

A copy of the written warning will be given to the employee and the original will be placed in the employee's personnel file. The employee shall have the right to submit a written response to any written documentation placed in their personnel file.

Adverse Action

To the extent permitted by federal and/or state law, all District employees shall be considered at-will employees, subject to dismissal without cause and at the discretion of the District. As used herein, adverse action means the termination, demotion, suspension without pay and/or temporary or permanent reduction in pay as a consequence of employee misconduct or other performance related deficiencies.

Persons Authorized to Initiate Adverse Personnel Action

Adverse personnel action against an employee may be initiated by a supervisor, General Manager, Personnel Committee or member of the Board of Directors. Adverse personnel action shall be initiated by submitting a report to the Personnel Committee describing the employee's conduct and/or other performance deficiency that gives rise to the recommendation. The report shall include specific facts reporting the grounds or cause for discipline and shall include any documents, attachments or other information necessary for the Personnel Committee's

consideration. Justification shall be included in the recommendation of level of discipline based on the misconduct with consideration of the employee's historical job performance and any prior remediation efforts. The Personnel Committee shall review the recommendation and determine what, if any, adverse action shall be issued. If it is determined that formal disciplinary action shall be imposed, a notice of proposed adverse action and supporting materials shall be prepared.

Written Notice of Proposed Adverse Action

Before an adverse action is imposed, written notice of the proposed disciplinary action shall be given to the employee. Such notice shall include a statement of the proposed action, the charge(s) on which the proposed action is based, a summary of the facts supporting the charges and notification that the employee is entitled to respond to the charges with instructions and time frames for doing so. The Personnel Committee may, in their discretion, place the employee on paid administrative leave pending the employee's response to the proposed adverse action at a scheduled pre-discipline meeting with a neutral board member not involved in the proposed disciplinary action. The pre-discipline meeting (Skelly Hearing) shall not be conducted until after five (5) calendar days from the date the employee is served with the notice of proposed adverse action.

The notice of proposed adverse action shall be served on the employee either personally or by registered or certified mail sent to their last known address.

Pre-Discipline Meeting (Skelly Hearing)

Prior to implementation of the proposed adverse action, the employee shall have a right to file a written response to the above charges and/or make an oral response to an appropriate individual selected by the Personnel Committee to hear the appeal within the time described in the written notice of proposed disciplinary action. This appointee is typically a neutral board member and is also known as the Skelly Officer. The employee may be accompanied during this meeting by a representative of the employee's choosing. The appointee shall meet with the employee and their designated representative, if any, at a designated date and time. This is not an evidentiary meeting, but merely an opportunity for the employee to present information as to why the discipline proposed is excessive or unwarranted.

Thereafter, the appointee shall submit a concise written recommendation to the Personnel Committee addressing whether or not there was sufficient information presented by the employee to modify, amend or terminate the recommended adverse action. The appointee's recommendation is advisory only and the Personnel Committee shall determine whether or not to terminate, amend or proceed with the adverse action. If the Personnel Committee proceeds with the recommended disciplinary action, or any amended or modified adverse action, it will be implemented immediately, subject to the employee's right to appeal the decision to the Board of Directors.

Notice of Decision

Following receipt and consideration of the written response, recommendation and facts stated at the pre-disciplinary meeting, or following no response by the required date, the Personnel Committee shall prepare a notice of the disciplinary action to be taken including the effective date. The notice shall be delivered to the employee and a copy filed in the employee's personnel file.

Right of Appeal

For adverse actions, the employee shall have the right to appeal the decision of the Personnel Committee to the Board of Directors. The appeal shall be presented to the Board of Directors within ten (10) calendar days following the effective date of the written notice of discipline. All disciplinary appeals shall be in writing and shall be signed by the employee. Failure to appeal by the due date will make the disciplinary action final and conclusive.

Appeal Hearing at Timing

The Personnel Committee shall preliminarily review the Notice of Proposed Disciplinary action, recommendation of the supervisor and the recommendation of the neutral appointee (Skelly Officer) and all statements and materials submitted by the employee with their appeal. Thereafter, and not later than ten (10) working days, the Personnel Committee shall convene a meeting with the District employee and their representative, if any. The employee shall personally attend the hearing. Unexcused failure of an appellant to appear at a hearing shall be deemed a withdrawal and waiver of the appeal. The hearing may be rescheduled if the employee can provide extenuating reasons to postpone. The employee may produce any further evidence or witnesses in defense of the proposed disciplinary action. The Personnel Committee may require the supervisor to produce witnesses and any evidence to support their recommendation for disciplinary action. The Personnel Committee may administer oaths and require witnesses to testify under penalty of perjury. The hearing shall be recorded by the District. The proceedings shall be closed unless the employee requests that the proceedings be open to the public. It shall be the duty of the Personnel Committee to make all inquiries they deem necessary to determine whether or not the recommended adverse action should be denied, modified or implemented as proposed. The committee shall issue a written decision to the employee within ten (10) calendar days from the date of an employee's appeal hearing that states whether the discipline is revoked, sustained or modified and provides a concise explanation of the reasons for the final decision. The time to issue the decision may, in the sole discretion of the Personnel Committee, be extended for up to an additional ten (10) calendar days upon good cause. The decision of the Personnel Committee shall be final for all purposes.

SEPARATION FROM EMPLOYMENT

Resignation

Any employee, in order to be considered as having resigned in good standing, shall submit a written notice of resignation, including the effective date to their supervisor at least 10 working days prior to the effective date of resignation. Special circumstances may be considered. The employee is not required to provide a reason for the resignation. A resignation may not be withdrawn by the employee after it is accepted by the Department Head.

Employees who do not give a minimum of at least 10 working days' notice may not be eligible for reemployment with the District, special circumstances considered.

Layoff

The District recognizes the value of its employees and views them and their contributions as assets. There are occasions when circumstances require a reduction in staff, position elimination or reorganization of the workforce; collectively referred to as layoffs. These circumstances may arise due to lack of work, lack of funds or extenuating circumstance that makes layoffs deemed

in the best interests of the District. After consideration by the recommendation by the Personnel Committee, the Board of Directors may eliminate any position. The decision to layoff shall be made at the sole discretion of the District. Employees may be laid off without disciplinary action and without the right of appeal.

The decision to implement a layoff must be nondiscriminatory and must comply with the provisions set forth herein:

- The Personnel Committee shall prepare and present a layoff list to the Board of Directors
- The order of layoff shall be based on the needs of service, with regard for length of service with the District and reports of performance
- In cases involving regular full-time employees, written notice of such layoff will be given to the employee at least ten (10) business days prior to the effective date
- Employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short term, indefinite, or permanent

Continuation of Benefits

Regular, full-time employees enrolled in District benefits (medical, dental, vision and other ancillary plans) whose employment ends with the District will continue to be covered through the last day of the month of the effective termination date.

Employees have the option of continuing coverage under the [Consolidated Omnibus Budget Reconciliation Act \(COBRA\)](#) once their medical, dental, vision and other applicable portable plans terminate. The District will provide notice of their rights under COBRA and Cal (California) COBRA to any exiting employee and their beneficiaries.

COBRA coverage extends benefits when coverage would otherwise terminate when employment has ended, also known as a “qualifying event.” After a qualifying event, COBRA continuation coverage will be offered to the employee and each person who is a “qualified beneficiary.”

COBRA provides that all covered members of the District Plan are entitled to elect to remain in the plan at their own expense. Each qualified beneficiary who elects COBRA continuation coverage will have the same rights as other participants or beneficiaries covered under the Plan.

Restoration of Benefits Upon Reinstatement

Upon reinstatement following a layoff an individual will have the following benefits restored:

Return to the same salary step held at the time of layoff. If the employee returns to a lower paying classification than the classification from which laid off, and if the employee's previous salary level falls within the salary range for the new classification, the compensation shall be set at the salary step closest to, but not exceeding the level the employee had earned prior to the layoff. If the salary range for the new classification is less than the base salary level the employee had earned prior to the layoff, the employee shall be compensated at the top of the salary range for the new classification.

Return of District Property

It is the responsibility of any separating employee to return all property issued to them by the District. All such property, including ID cards, security badges, keys, electronic devices such as lap tops, tablets or cell phones, District issued credit cards, uniforms, documents, and other District owned items that the employee may have in their possession, must be returned on or before the last day of work.

Personal Property

Separated employees shall remove any personal items at the time they leave the District. If there are additional items to be retrieved the separated employee must contact the Personnel Committee chair to make an appointment to retrieve the additional items. Personal items left in the workplace over 30 days are subject to disposal by the District.

Vacation, Floating Holiday and Administrative Leave Upon Separation

If an employee separates from the District for any reason, they shall be compensated for all payable leave balances accrued and unused, up to and including the effective date of separation at their current base hourly rate. Such compensation shall be added to their final paycheck.

Compensation of CTO Hours Upon Separation

If an employee separates from the District for any reason, they shall be compensated for all accrued and unused compensatory time off (CTO) hours, up to and including the effective date of separation at their current base hourly rate. Such compensation shall be added to the final paycheck.

Sick Leave Upon Separation

Upon separation from District service, whether voluntary or involuntary, all unused sick leave is forfeited and is not compensated. However, if an employee is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use the previously accrued and unused paid sick days and also be allowed to continue to accrue additional paid sick days upon rehiring. After one year of separation unused sick leave is forfeited and no payment for accrued sick leave will be made by the District.

If an employee retires with the District, service credit for accumulated sick leave will be given as allowable by the current retirement contract. Unused sick leave benefits shall be converted for retirement credit as provided in Section 20965 of the Public Employee's Retirement Law and treated as additional time in service for the purpose of computing service credit.

Compensation Upon Separation

Regardless of the reason for separation, a check containing the employee's final compensation including all hours worked through the final date of employment, accrued vacation and any compensating time off balance shall be made available to the separated employee no later than the next regularly scheduled pay day following separation.

All earned wages, accrued but unpaid vacation time, admin leave, floating holiday and any CTO balance will be paid to the employee on their final paycheck; however, expenses do not need to be reimbursed until the normal processing period for reimbursement occurs.

RENTAL POLICY

SMRPD desires to have residents and visitors utilize their facilities for their enjoyment. The rental policy includes:

- Any individual or group that wishes to utilize district buildings or any groups or more than 20 must fill out a Facility Use Agreement
- Rental is not finalized until all required documentation, insurance and/or fees are received
- The Board of Directors must approve all building uses and any fee waivers
- If a renter requires the approval of the Board of Directors and it is not possible for the Board of Directors to meet prior to the event, the Facilities Committee, which consists of two Board members, will have the ability to approve the rental and set the fee. The Facilities Committee can also adjust rent as needed as, for example, in the case of a person renting only one building but using two; or a renter promising to leave the park open to public use during an event but effectively closing it off. If only one Board member is on the committee is available, that committee member and the Board President or Vice President can approve the rental and set the fee. At the subsequent meeting of the Board of Directors, the Facilities Committee must inform the Board of its actions.

ALCOHOL USAGE

The SMRPD adopted a resolution on alcohol usage for events in 2015 which was amended in 2021.

Alcohol usage is allowed as follows:

- Wine and beer are permitted at weddings and private parties where food is served. A user who plans to serve wine or beer must present a certificate of insurance at the time of rental stating SMRPD will be held harmless from any claims arising from the event and providing SMRPD is an additional insured under the user's insurance policy with a minimum of \$1,000,000 in coverage. Certificates are often available from the homeowner's or corporation's insurance company at no or minimal cost. Additionally, SMRPD can now often arrange insurance. The California Alcoholic Beverage Control might require a temporary wine and beer license.
- The User must be over the age of 21 and is responsible to ensure that wine and beer are not served to anyone under the age of 21, or to anyone who is inebriated.
- Consumption of wine and beer is confined to the actual District property rented and may not be consumed in the Park unless the Park is itself rented, nor can it be consumed in the parking lot.
- Hard alcohol is never allowed, and no hard alcohol may be sold.
- Any vendor seeking to sell wine or beer must make specific application to the Board for approval. In addition, they will need to apply to ABC. Along with application, they will need to provide proof of nonprofit status, map of venue, and a letter describing plans for entire event. The ABC normally also requires private security guards. If approved, a list of limitations and directions accompany the permit.

WEDDING AND BIG PARTY POLICIES AND PROCEDURES BOOKING

Typically, inquiries for weddings and/or big parties come to the district through email or phone messages to contact-us@smrpd.org. The administrator is responsible for calling/emailing back based on message inquiry.

Recommended questions to ask are:

- Date being considered
 - Check on availability
- Expected attendance
- Will they have vendors on site including:
 - Caterers
 - Supply rentals
 - Bartender

It is important to always mention that a certificate of insurance for their event is required. If attendance is larger than 100, it is recommended they book for more than 8 hours. The penalty fee for going over the allotted time is considerable; please make prospects aware of this. Once the date has been determined, the administrator should send the application paperwork for review, completion and signature. The date cannot be booked until receipt of the appropriately signed Facility Use agreement, fee and deposit checks, and insurance certificate and endorsement. For events with alcohol, additional coverage must be obtained.

In many cases, the SMRPD can now arrange insurance through Alliant. In addition, insurance can often be obtained from:

- Homeowners insurance
- Partyhelper.com
- Eventhelper.com

Once documents and checks are received the date should be input on the SMRPD website calendar utilizing the SMRPD Microsoft account. The completed application must have all required signatures (the renter must sign in two places). This is frequently overlooked. Follow up for additional signatures, if necessary.

Once the event has been booked, complete the following:

1. SMRPD monthly income spreadsheet with the received fee
2. Send out the completed agreement with SMRPD board member signature together with the confirmation letter with the details of their event and the combination of the lockbox. Be sure to give them the correct combination for the facility being rented.
3. Follow up with the bride or event coordinator to obtain vendor names and if there are any other questions. Repeat every 30 days, if necessary. Vendors may not be available until closer to the event. All vendor information including names and phone numbers must be received 30 days from event date.
4. Call vendors to be sure they understand facility and SMRPD requirements and to determine if there are any special needs. For example, if inflatable jump house vendor is listed, contact vendor and ask how many electrical outlets are needed for their equipment. More than one outlet requires user to provide a generator. Vendors are typically equipped

for this, but if not, the renter must provide the generator. Often a generator can be obtained from the rental company that is providing chairs and tables.

5. Verify that each vendor understands drop off and pick-up instructions. If supplies or equipment will NOT be delivered and picked up on the day of the event, arrangements must be made to store the items overnight. This is only an option if the venue is not rented the preceding day or the day after. If the venue is rented, coordination will be required with the other party or the vendor must be pressed to pick up and drop off the same day. Current recommendations are no more than one large event each weekend.

Each Month Proceeding Event

1. Send monthly update to board, caretaker and cleaning person advising of upcoming events and coordinating arrangements for cleaning schedule.
2. Update marquee with event details. For example, Park Closed for Private Event on 7/31 – congratulations Shelly and Dave, or similar.
3. Advise board president (or whomever posts on Next Door) of the park closure dates for the month (private parties).

0-48 hours prior to the Event

1. Clean day before and day after (sometimes even morning of). Contact SMRPD caretaker and maintenance and confirm the arrangements
2. Caretaker and administrative to set up cones on day of the event
3. Administrator to greet group when they arrive and offer assistance, open buildings and turn on AC if necessary
4. Remind them that fee of \$250 per hour will be charged if they are not cleaned up and done on time
5. Best to have rental equipment delivered day of the event
6. If rental equipment is delivered prior to the event, ensure that the renter has made arrangements to greet the vendor and check in the equipment when delivered. If SMRPD staff are to perform this function, then an additional fee should be charged.
7. If the rental equipment company is not coming back the same day, remind renters that all equipment has to be stacked neatly on the basketball court just inside the fence for ease of pick up. If there is a dance floor it must also be relocated with the other items for pick up and out of the way of park users
8. Provide administrator, caretaker and maintenance phone numbers to the renter and make sure they also have the renter's contact name and number
9. If two events are booked back-to-back, caretaker and maintenance must clean in between events and remove trash
10. Show user how to use exterior flood lights
11. Show user how to use AC in both buildings

Post event:

1. Caretaker, maintenance and administrator must immediately confirm property was left in adequate condition in order to return deposit
2. Contact renter and thank them for using our venue and let them know their deposit will be returned (if they have provided a self-addressed envelope) or shredded if they did not provide an envelope
3. Send out Facility Use Survey - TBD

RENTAL OF EQUIPMENT

Chairs can be rented for \$1 each and tables for \$5 each.

Facility Fees and Usage

The following usage requirements apply to all rentals of the facilities:

- All fees must be paid in full at time of reservation.
- The required deposit is conditionally refundable.
- Alcohol use must follow SMRPD policies.
- Any event must end no later than one half hour before the time the facility is to be vacated.
- Rental times include set up and clean up.
- Building must be left clean and free of trash or deposit may not be returned.
- All furniture, equipment, etc. must be returned to its proper place.

Rental Requirements

Rental requirements include:

- Applicants must provide photo ID and be at least 21 years of age.
- A resident shall be considered anyone residing within the canyon areas (Silverado, Modjeska, Williams, Ladd, Black Star) who can show proof of residency that shall be one of the following:
 - a. Valid California Driver's License with canyon address on license or official I.D. card issued by Dept. of Motor Vehicles for non-drivers,
 - b. Current year utility bill listing name and address of canyon residence,
 - c. Property tax statement.
- Cancellations must be submitted in writing 30 days prior to event in order to receive a refund. Cancellations inside 30 days prior to event will forfeit rental fee.
- Deposit will be refunded in accordance with SMRPD rental policy.

Waiver And Release Of Liability Agreement To Indemnify District

The district and their insurance carrier requires the following:

- The user of the facilities acknowledges that he/she/they agree to rent from SMRPD
- The user releases SMRPD, its present and future directors, officers, employees, agents and representatives from any and all claims, costs, expenses, demands, debts, controversies, damages and causes of action, which the user may now have or may hereafter have by reason of use and/or rental of the property.
- The user agrees to indemnify and hold harmless SMRPD from any and all claims, cost, expenses, demands, debts, controversies, damages and causes of action of any third party arising from the use and/or rental of district property during the time period the property is rented to the user.
- The user agrees to waive any and all rights provided by Section 1542 of the California Civil Code which provides "A general release does not extend to claims which the creditor does not know or suspect to exist in favor at the time or executing the release which, if known to him, must have materially affected his settlement with the debtor."

- Users agree to pay for damage to District property.

Additional Fees and Policies

The SMRPD reserves the right to charge additional fees for events incurring above average utility costs. Bounce houses will require advance permission and a \$40 utility fee. Bands using electrical equipment will be assessed an additional \$40 per event.

In addition, the Board reserves the right to exempt any organization or event from fees.

No smoking is allowed inside the Community Centers or within 100 feet of a building.

Rules for Use of the Buildings

Following rules apply to use of buildings:

1. Do not use packing tape to attach anything to the walls. Do not use tape, wire or strings to attach items to the ceilings. T-bar hangers are available on request and are much easier to use. Packing tape will damage surfaces.
2. Do not push heavy items across the floors that can gouge the finish. Use a soft-wheeled dolly or enough people to pick up heavy items.
3. Do not move the filing cabinets in the Hunt building at Silverado.
4. Do not move the Foosball table located in the Hunt Building; damage can occur to the legs.
5. Do not remove items attached to the walls.

Revisions to fee structure must be approved by resolution and appropriately posted.

APPENDIX: DEFINITION OF TERMS

The following terms, whenever used in this handbook, shall be defined as the following:

ABSENTEEISM: failure of an employee to report to work when scheduled; applies to time lost due to sickness or injury, as well as time away from the job for unauthorized or fraudulent reasons.

ACCRUED: accumulated or earned (e.g., sick time is *accrued* at a rate of eight hours per month).

ALTERNATIVE WORK SCHEDULE: a regularly scheduled work week that is something other than eight hours a day, Monday through Friday. May also apply to a work week that does not begin on Sunday and end on Saturday.

BOARD OF DIRECTORS (or BOARD): the five members that are elected by the residents of the District for a term of four years, forming the policy-making body for the District.

CALPERS (or PERS): The California Public Employee Retirement System. This is the retirement system in which the District employees participate. More information can be found at <https://www.calpers.ca.gov/>.

CLASSIFICATION (or CLASS): the classification of positions that detail job title, job description, and essential functions. There may be many positions within one job classification.

COMPENSABLE INDUSTRIAL INJURY: a work-related injury that qualifies an employee for workers' compensation benefits.

CONTROLLED SUBSTANCE: generally, a drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law.

DEMOTION: a reassignment of an employee from one position to another position that has lower-level duties and responsibilities and less pay.

DESIGNEE: an employee designated by the General Manager, manager, or supervisor to act on their behalf.

DISCRIMINATION: unequal treatment of persons for a reason which has nothing to do with equal rights or ability; the treatment taken toward or against a person based on the group, class, or category to which that person belongs rather than on individual merit. In the legal sense, illegal discrimination is the act of denying rights, benefits, justice, equitable treatment, or access to facilities available to all others, to an individual or group of people because of their race, age, gender, handicap or other defining characteristic.

EMPLOYEE: a person employed by the District.

EXCESSIVE SICK LEAVE: deliberate or habitual absenteeism.

FAIR LABOR STANDARD ACT (FLSA): Originally adopted by Congress in 1938, FLSA governs the minimum wage rate, sets overtime law, and governs working conditions for minors.

GRIEVANCE: generally defined as a claim by an employee that he or she is adversely affected by the misinterpretation or misapplication of a written policy.

HEARING OFFICER (SKELLY OFFICER): the individual selected to provide an objective review of allegations and proposed discipline during the review of an adverse action.

HUMAN RESOURCES (HR): the division of the Administration Department that is responsible for guiding employees through workplace practices, employee benefits, hiring, grievances, etc.

INCAPACITY: the inability to work, attend school or perform other daily activities due to serious health condition, treatment, recovery or other reason.

JUST CAUSE: cause supported by documented evidence to take disciplinary action against an employee.

LONGEVITY: length of time an employee has worked for the District.

MANAGEMENT: Supervisor, Manager, Director of Parks and Recreation, or General Manager;

those who manage the District, departments and divisions.

MERIT INCREASE: the increase of an employee's salary within the salary range established for the class or position, based upon satisfactory job performance for a specified period of time.

ON THE CLOCK: expression meaning while working, while getting paid, or during the work shift for an employee.

OUT OF CLASS: temporary assignment by the Department Head to perform higher level duties than those defined in the job classification document for the position currently held by the employee.

OVERTIME: physically working in excess of 40 hours in a work week.

SUSPENSION: the temporary removal of an employee from scheduled work without pay for disciplinary purposes.

SILVERADO-MODJESKA RECREATION AND PARK DISTRICT (or SMRPD, or DISTRICT): the local government entity that provides parks and recreation services within the regions of Silverado and Modjeska Canyons.

TERMINATION: the separation of an employee from employment with the District.

TRANSFER: reassignment from one position to another position in the same class, or another class having the same salary scale and requiring similar basic qualifications.

VESTED: generally, pension benefits that a participant has earned a right to receive from a pension plan that are not subject to forfeiture.

WORK HOURS: the hours that an employee is scheduled to work each day, as determined by their supervisor.

WORK WEEK: the collection of workdays that an employee is scheduled for employment in a seven-day period. For payroll and scheduling purposes, the standard District work week begins on Sunday at 12:01 am. See Alternative Work Schedule for additional information.

APPENDIX: SMRPD CALENDAR

Month	ITEM	NOTES
JAN	Deadline for new officers to file campaign disclosure statements	
	Quarterly safety inspection	Send notes to CAPRI
	Review District Illness & Injury Prevention Plan	
	Prepare SMRPD budgets	
	Review Facility Use fees	If revised, must be posted
	Special Districts Financial Transactions Report due	
	Government Compensation in California (GCC) Report due to State Controller's Office (SCO)	Publicpay.ca.gov/reporting for form. Email report to gccsupport@sco.ca.gov
	Review Abbey lease	See contacts
	Create Resolution for new BofA signees for SMRPD Board Meeting	
	Once minutes are approved with Resolution for new bank signees, schedule visit to Bank of America with all Board members	
	Clean out gutter at Children's Center	
	Committee Meetings – Facilities (include Safety), Finance, Fundraising, Open Space, Personnel, Recreation, Silverado Children's Center, Website	Brown Act applies. Post Agenda and minutes
	SCC Directors and SCC Oversight Committee to propose updated tuition rates to take effect starting in September. Rates must be approved by SMRPD in January, posted publicly for 30 days as required by law, so they can be announced to current families and via the SCC website starting in March.	
Month	ITEM	NOTES
FEB	OC possessory interest annual usage report due 2/15	OC Assessor – Cora Powers
	Present, post and publish budgets, tuition, summer program and Facility Use fees (if revised) in paper (legal notice) for 10 days, must be total of 30 days for input from public	

	Publish recreation calendar	
	Update web site. Include Facility Use fee changes after voting in after posting	
	Weed abatement including OC Parks, Modjeska resident area along Harding Canyon	
	SCC Sprinkler inspection	Recertify yearly, major one every 5 years
	Estimated payroll for Worker's Comp to Capri	
	Backflow testing at all centers	See contacts. Notice will be sent
	Committee Meetings – Facilities, Finance, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
Month	ITEM	NOTES
MARCH	Approve budgets, tuition, pay scales after posting	
	Arrange annual Firefighters Easter Pancake Breakfast.	
	Approve SMRPD sponsorship of Easter Egg Hunt at meeting.	
	SCC – CPR and First aid certification for all staff	
	Committee Meetings – Facilities, Finance, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
Month	ITEM	NOTES
APRIL	Form 700s due 4/1	Online sent by county
	SCC – Licensing fee due. Review licensing personnel as required	
	Quarterly safety inspection	Send notes to CAPRI
	Clean out gutter at Children's Center	
	Publish Summer rec program/calendar	
	Update Website	
	Committee Meetings – Facilities (include Safety), Finance, Fundraising, Personnel, Recreation, Silverado Children's Center	Brown Act applies. Post Agenda and minutes

	SCC Directors and SCC Oversight Committee to present next fiscal year's annual budget for SMRPD review	Must be posted publicly for 30 days as required by law prior to final approval.
	Review staff pay scale (not individual rates, just the pay scale by position). Present to SMRPD if revisions are requested.	Must be posted publicly for 30 days as required by law prior to final approval.
Month	ITEM	NOTES
MAY	Summer Concert Series first concert	
	Committee Meetings – Facilities, Finance, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
	Facilities – Deep Clean	
	Aerate and seed lawns at both parks – Two weeks parks closure on SMRPD calendar	
	Weed mitigation at Modjeska behind Harding homes and adjacent to gazebo. 100" from homes, 20" from gazebo	Team Rubicon assists? Or Specialized
Month	ITEM	NOTES
JUNE	Summer Concert Series	
	End of fiscal year	
	Fire extinguisher testing	
	Fire Dept. capacity certificates	
	Health Dept. certificate for kitchen	
	SCC sprinkler system inspection	
	Review documentation collected from rec program and have all instructors sign new contracts	
	Review facility rental forms/renew on-going rentals, such as art class	
	Committee Meetings – Facilities, Finance, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
Month	ITEM	NOTES
JULY	Summer Concert Series	
	Board candidates file with OC Registrar of Voters	Around mid-July-Aug 10

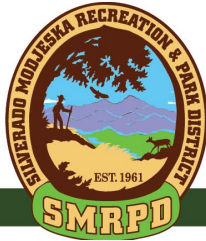
	Quarterly safety inspection	Send notes to CAPRI
	Capri renewal. Obtain policy and additional Certificates of Insurance for Abbey and OC Parks	
	Committee Meetings – Facilities (include Safety), Finance, Fundraising, Open Space, Personnel, Recreation, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
Month	ITEM	NOTES
AUG	Summer Concert Series	
	Verify additional certificates of insurance for Abbey and OC Parks	Capri
	Check on DMV driver program: update drivers for van Personal auto insurance verification	https://www.dmv.ca.gov/portal/dmv/?1dmv&urile=wcm:path:/dmv_content_e n/dmv/vehindustry/eprnformlist
	Annual Insurance inspection	Scheduled by Capri
	Publish fall Rec calendar	
	Update web site	
	Committee Meetings – Facilities (include Safety), Finance, Fundraising, Personnel, Recreation, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
	SCC – Staff reviews. Salary adjustments must be submitted to SMRPD board for approval prior to review	
Month	ITEM	NOTES
SEPT	Last concert in Summer Concert Series	
	Begin audit	
	Facilities Committee: Safety inspections	
	Seal Silverado gazebo	
	Assess Silverado building floors	
	Replace all faucet filters	
	Service heating and AC systems /change filters	
	Water backflow testing	
	Check & update MSDS sheets at both community centers and children's center	

	Clean out gutters at Children's Center	
	Weed abatement including OC Parks, Modjeska resident area along Harding Canyon	
	Committee Meetings – Facilities (include Safety), Finance, Personnel, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
Month	ITEM	NOTES
OCT	Quarterly safety inspection	Send notes to CAPRI
	Vote on Thanksgiving potluck	
	Compensation report due to State Controller	
	Committee Meetings – Facilities, Finance, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
	Facilities Deep Clean	
	SCC: Van Registration via DMV	need proof of insurance from Capri
	SMRPD Policies/Procedures Manual – Annual Review	
Month	ITEM	NOTES
NOV	Organize Thanksgiving Potluck	
	Review all contract worker agreements including wages	
	Vote on holiday bonuses	
	Last meeting of departing Board members: collect files & keys	
	Change OneDrive and other relevant passwords. If Treasurer is changing, change all passwords.	
	Review Board policy manual	
	Clean out gutter at Children's Center	
	Committee Meetings – Facilities, Finance, Silverado Children's Center	Brown Act applies. Post Agenda and minutes
	Annual update to SCC internal calendar	to be submitted to the SMRPD Board

Month	ITEM	NOTES
DEC	New officers take oath 1st Friday in December after General Election	
	All Board Members to complete Annual Certification for Fiscal Year Certificate of Prohibited Interest Government Code Section 1094 per the Auditor-Controller's request	
	Facilities Committee: Safety report	
	Elect officers for next year	
	Distribute keys and policy manuals to new Board members	
	Process energy credit for solar panels at Silverado	
	Prepare and vote on Resolution to add signers on bank accounts and remove departing Board members	
	Update web page with new Board members	
	Get business cards & email addresses for new Board members	

Other activities:

- SCC internal calendar maintained separately, managed by the SCC Director with updates to be submitted annually
- Organize 4+ Rattlesnake Aversion workshops and Red Cross Blood drives per year
- Every two years Directors/Supervisors need to take anti-sexual harassment training. New board members must take when voted in
- Van maintenance including oil, tire rotations, etc. – Completed by SCC Director
- Pump septic tanks



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

APPENDIX: SMRPD RESOLUTIONS

A resolution is an official expression of the decision or opinion of an official body. This formal document solidifies in writing important decisions that the SMRPD Board of Directors make. Resolutions are authorizations to take action on matters that the board has voted on. They are legal documents that serve as proof of compliance required for a public entity.

A log of the SMRPD Resolutions can be found below. Individual Resolutions and their content are contained herewith by link and in the SMRPD files located in the Hunt Building.

Resolution #	Topic	Date Approved
<u>02181993</u>	SMRPD Elections to be held w/Statewide Elections	2/18/1993
<u>00-11-02</u>	Commendation for Roger Roan	11/9/2000
<u>00-11-01</u>	Commendation for Sally Murphy	11/9/2000
<u>01-06-01</u>	Approval to Apply for Per Capita Grant	6/14/2001
<u>050803-1</u>	Member of OC Council of Governments (OCCOG)	5/8/2003
<u>041304-1</u>	Approval to Apply for Per Capita Grant	4/13/2004
<u>070804-1</u>	Board Meetings	7/8/2004
<u>113004-1</u>	Open Bank Acct. for Per Capita Grant \$	11/30/2004
<u>113004-2</u>	Warrants and Other Docs	11/30/2004
<u>91103-1</u>	Commemoration to Eagle Scout for Landscaping at Silverado Park	9/11/2008
<u>120614-1</u>	Bank Author for John Olson, Debbie Johnson, Phil McWilliams, Kevin Topp, Chalynn Peterson	12/6/2014
<u>120614-2</u>	Author for County transmittal John Olson, Debbie Johnson, Phil McWilliams, Kevin Topp, Chalynn Peterson	12/6/2014
<u>2015-1</u>	Document Retention Policy	4/28/2015
<u>041216-1</u>	SCC Fees and Charges	4/12/2016

<u>2016-2</u>	Conflict of Interest Policy	6/28/2016
<u>032117-1</u>	Bank Author. For Tara Saraye and Francesca Duff	3/21/2017
<u>032117-2</u>	Author for County transmittal for Tara Saraye and Francescan Duff	3/21/2017
<u>011717-1</u>	Bank Author for Tara Saraye and Steve Duff	1/17/2017
<u>011717-2</u>	Author for County transmittal for Tara Saraye and Steve Duff	1/17/2017
<u>062018-1</u>	Wedding/Spec. Events Timing & Fees	6/19/2018
<u>062019-1</u>	Bank Author. For Isabell Kerins and Anjon Purohit	12/7/2018
<u>062019-2</u>	Author. for County Transmittal for Isabell Kerins and Anjon Purohit	12/7/2018
<u>01192021A</u>	Volunteer Works Comp Coverage	1/19/2021
<u>5182021-2</u>	2021-2022 Budget	5/18/2021
<u>5182021-3</u>	Board Meetings	5/18/2021
<u>5182021-4</u>	2020-2022 Facilities Rental Fees	5/18/2021
<u>5182021-5</u>	2020-2022 SCC Tuition Fees	5/18/2021
<u>5182021-6</u>	Receipt of Warrants	5/18/2021
<u>5182021-7</u>	Public Works & Repair Policy	5/18/2021
<u>5182021-8</u>	Records Mgt. System	5/18/2021
<u>5182021-9</u>	Commendation for Tara Saraye	5/18/2021
<u>5182021-10</u>	Commendation for Francesca Duff	5/18/2021
<u>5182021-11</u>	Commendation for OCFA#15	5/18/2021
<u>5182021-12</u>	Commendation for OCFA#15	5/18/2021
<u>5182021-13</u>	Commendation for OCFA#16	5/18/2021
<u>5182021-14</u>	Commendation for USFS	5/18/2021
<u>6152021-1</u>	Letter to CA Special District Assoc. to Join Bipartisan Group in Requesting Relief	6/15/2021
<u>6152021-2</u>	Safety Committee Guidelines	6/15/2021
<u>6152021-3</u>	Motor Vehicle and Driver Policy	6/15/2021
<u>6152021-4</u>	Sexual Harassment Prevention Training Policy	6/15/2021
<u>6152021-5</u>	Policy for Compliance to Public Resource Code 5164	6/15/2021
<u>6152021-7</u>	Silverado Concert Series	6/15/2021

<u>7202021-3</u>	Setting Silverado Children's Center Wages, Salaries and Bonus Structure	7/20/2021
<u>7202021-1</u>	ADA Grievance Policy	7/20/2021
<u>7202021-2</u>	Goals of the SMRPD	7/20/2021
<u>7202021-3</u>	Setting Silverado Children's Center Wages, Salaries and Bonus Structure	7/20/2021
<u>8172021-1</u>	Distribution of \$100,000 from SMRPD County Checking Acct to SMRPD BofA Acct	8/17/2021
<u>10192021-1</u>	Approve Application for Per Capita Grant	10/19/2021
<u>10192021-3</u>	Approve Application for Covid Grant	10/19/2021
<u>11162021-1</u>	Dedication of Silverado Community Park Stage to Zachary Dupre Concert Venue	11/16/2021
<u>02152022-1</u>	Approve Distribution of Covid Grant Monies Received to Silverado Children's Center	2/15/2022
<u>02152022-2</u>	Approve Donation to ICL of \$2,500 for Canyon Watch Radio Communications	2/15/2022
<u>03152022-1</u>	Addition of Jessie Bullis to Bank of America Signature Card	3/15/2022
<u>03152022-2</u>	Document Retention Policy	3/15/2022
<u>03152022-3</u>	SMRPD and SCC Purchasing Policy	3/15/2022
<u>04052022-1</u>	Boar Member and Employee Seminar Conferences Cont Ed Reimbursement Policy	4/5/2022
<u>04192022-2</u>	Approve Return of Covid Grant Monies to State Controller's Office for Overpayment of \$57,336 of Covid Relief Funds	4/19/2022
<u>04192022-3</u>	Approval of Invitations to Bid for Silverado Community Center and Silverado Children's Center Paving	4/19/2022
<u>04192022-5</u>	Agreement to Oppose Initiative 21-00421	4/19/2022
<u>04192022-6</u>	Nomination of Team Rubicon for Outstanding Community Organization/Partner Award	4/19/2022
<u>04192022-7</u>	Friends of Silverado Children's Center Facility Enhancements Policy	4/19/2022
<u>5172022-1</u>	Distribution of \$100,000 from SMRPD County Checking Account to SMRPD BofA Checking Account	5/17/2022
<u>5172022-2</u>	Authorization to Obtain Employee Debit Card	5/17/2022
<u>7252022-1</u>	SMRPD Cooling Centers	5/25/2022

<u>10182022-1</u>	Write-off SCC Long Term Debt to SMRPD	10/18/2022
<u>10182022-2</u>	Revise Monthly Meeting to 4 th Tuesday of Month	10/18/2022
<u>11152022-1</u>	Distribution of \$150,000 from County account to BofA account	11/15/2022
<u>11152022-2</u>	Cyber Security Program	11/15/2022
<u>11152022-3</u>	Injury and Illness Prevention Program	11/15/2022
<u>12072022 -1</u>	Addition of Charles Wright, Laurie Martz, and Brittney Kuhn to Bank of America Signature Card, removal of Isabell Kerins, Kevin Topp and Stephanie Bailey from Bank of American Signature Card	12/07/2022
<u>01242023-1</u>	Timecard and Payroll Approval Policy	
<u>02282023-1</u>	Board Expense Reimbursement Policy	02/28/2023
<u>02282023-2</u>	SCC Threshold Policy	02/28/2023
<u>03042023-1</u>	Addition of Charles Wright, Laurie Martz, Brittney Kuhn, and John Nelson to Bank of America Signature Card, removal of Isabell Kerins, Kevin Topp, Julie Morris, and Stephanie Bailey from Bank of American Signature Card	03/04/2023
03282023-1	Authorization to Use Alliant as Supplemental Insurance for Large Events	03/28/2023
<u>06272023-1</u>	Per Capita Grant Deed Restriction Resolution	6/27/23



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

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APPENDIX: SMRPD AUTHORIZING RESOLUTIONS

Resolution #	Topic	Date Approved
60-1251	Board of Supervisors Formation of SMRPD	12/14/1960
61-77	Board of Supervisors Election Result of SMRPD Formation	1/18/1961
93-286	Board of Supervisors-Changing the date of SMRPD Elections to Match those of Statewide Elections	4/2/1993
MSR 03-29	LAFCO Resolution Re: SMRPD	4/13/2005



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APPENDIX: SMRPD FORMS

Form
SMRPD Financial Forms
Cash Deposit
Check Request Form
Donation Receipt
Donation Log
Sample Donor Thank you Letter
OC County Account Distribution Authorization
SCC Forms
SCC Purchase Approval
SCC Friends Facility Enhancement Request
SCC Live Scan
SCC Criminal Background Check
SCC Registration Form
SCC Family Handbook – Being Revised
SCC Tuition Express Family Form
SCC Emergency Preparedness – Being Revised
SCC New Hire Approval
SCC Unusual Incident Report
Volunteer Forms
Volunteer Application, Agreement, and Release Form
Volunteer Acknowledgement
Participant Log
Rec Program Waiver

SMRPD Facility Forms
Facility Use Agreement
Application for Wedding or Large Special Event
Facilities Rental Checklist
Deposit Forfeiture Letter
Injury and Illness Prevention Forms
Safety Inspection Report – Community Centers and Parks
Safety Inspection Report – Silverado Children’s Center
Injury Investigation Report Confidential
Incident Report
Injury Report
Vehicle Accident Report
Vehicle Accident Investigation Report Confidential
Worker’s Comp Claim Form
Recreation and Program Forms
Recreation Program Instructor and Facility Use Agreement
Participant Log
Participant Agreement, Waiver and Release
Release Waiver for Activity and Van Use
Employment Forms
SMRPD Staff Appraisal Form
SMRPD – SCC Director Appraisal Form
SMRPD Employment Application
Director Handbook
SMRPD Board Candidate Intro Letter
New Director Checklist
Board Member Information
Oath of Office
New Employee Checklist
Employee Direct Deposit
Employment Letter of Agreement - Sample

<u>Time Sheet</u>
<u>Confirmation of Receipt of Draft Handbook</u>
Miscellaneous Forms
<u>SMRPD Letterhead</u>
<u>Request for Public Records</u>
<u>SMRPD Grievance Form</u>
<u>SMRPD Homeowners Right of Entry</u>
<u>Covid Release</u>
<u>New Resident Welcome Letter</u>
<u>SMRPD Calendar</u>
<u>SMRPD Committee Descriptions</u>
<u>SMRPD Committee Appointments</u>
<u>SMRPD Committee Calendar</u>



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APPENDIX: SMRPD INVENTORIES

SMRPD INVENTORY 2/7/18

BUILDINGS: 27641 SILVERADO CANYON ROAD, SILVERADO, CA

"A" BUILDING WITH KITCHEN AND FIXTURES \$340,000

"B" BUILDING WITH FIXTURES \$230,000

CARETAKER RESIDENCE \$165,000

FURNITURE, EQUIPMENT, SUPPLIES \$8,000

SHEDS \$2,500

PARK: 27641 SILVERADO CANYON ROAD, SILVERADO, CA

RESTROOMS, GAZEBO, STAGE: \$28,000

PLAYGROUND EQUIPMENT: \$8,000

BUILDINGS: 28890 MODJESKA CANYON ROAD, SILVERADO, CA

COMMUNITY CENTER WITH KITCHEN AND FIXTURES: \$360,000

FURNITURE, EQUIPMENT, SUPPLIES \$1,500

SHED \$2,500

PARK: 28890 MODJESKA CANYON ROAD, SILVERADO, CA

PLAYGROUND EQUIPMENT: \$7,000

SHED \$2,000

BUILDINGS: 7525 SANTIAGO CANYON ROAD, SILVERADO, CA

OFFICE/CLASS BUILDING WITH FIXTURES: \$175,000

CLASS BUILDING WITH KITCHEN AND FIXTURES: \$300,000

FURNITURE AND EQUIPMENT	\$7,500
LARGE SHED	\$27,000
PLAYGROUND EQUIPMENT:	\$15,000
VAN	\$5,000

SILVERDO COMMUNITY CENTER CHAIR AND TABLE INVENTORY: 1/26/17

Building B:

22 big chairs,

2 padded chairs

2 short rectangle folding tables

3 round tables

1 rectangle permanent table

Building A:

3 long rectangle folding tables

9 short rectangle folding tables

49 padded chairs

Shed:

50 folding chairs

APPENDIX: JOBS DESCRIPTIONS

Job Description
<u>SMRPD General Manager</u>
<u>SMRPD Administrator</u>
SMRPD Caretaker - Current
<u>SMRPD Bookkeeper</u>
<u>SMRPD Maintenance Staff</u>
<u>SMRPD – Senior Services Manager</u>
SCC Director - Current
<u>SCC Program Director</u> - Approved
<u>SCC Administrative Director</u>
<u>SCC Animal Care Coordinator</u>
<u>SCC Lead Teacher</u>
<u>SCC Teacher</u>
<u>SCC Assistant Teacher</u>
<u>SCC Program Aide</u>

APPENDIX: ONLINE RESOURCES FOR SMRPD DIRECTORS AND STAFF

Resource
<u>California Government Code</u>
<u>California Public Records Act</u>
<u>Special District Public Resource Code for Parks and Recreation</u>
<u>The Brown Act</u>
<u>Roberts Rules</u>
<u>County E-Disclosure</u>
<u>Orange County Registrar of Voters</u>
<u>My OC Services</u>
<u>CSDA – Special District Board Member Handbook</u>
<u>CSDA – Guide to Special District Laws and Related Codes</u>
<u>ISDOC</u>
<u>CAPRI</u>
<u>CARPD</u>
<u>Guide to AB 5 – Independent Contractors Law for Special Districts</u>
<u>When to Use a Board Resolution</u>
<u>SMRPD Map</u>
<u>SMRPD Candidates Presentation</u>
<u>DMV Employer Pull Notice Program</u>

APENDIX: USEFUL SMRPD CONTACT INFORMATION

Item	Contact	Phone #	Email
SMRPD	Mailing Address: PO Box 8 Silverado, CA 92676	714.649.2850	Contact-us@smrpd.org
Silverado Community Center	27641 Silverado Canyon Rd. Silverado, CA 92676		
Modjeska Community Center	28890 Modjeska Canyon Rd. Silverado, CA 92676		
Silverado Children's Center	7525 Santiago Canyon Rd. Silverado, CA 92676	714.649.2214	Silveradochildrenscenter@gmail.com
Attorney	Elizabeth (Betsy) Martin	949.636.9737	Martynlaw2000@aol.com
Auditor	Robert Johnson – Kelly	916.723.2555	robertwjohnsoncpagroup@gmail.com
Bank of America	Orange Branch	714.778.7255	
Backflow Contractor	South Coast Fire Protection Rick McKerlie	949.493.460494 9.678.4416	Socofire@aol.com
Bookkeeper	QBCare (Brad Yocum)	714.467.2500	Brad Yochum <brad@qbcure.com>
Capri	Matthew Duarte	916.722.5550	mduarte@capri-jpa.org
County Checking Acct. Distribution	OC County Account Dept Monica McCoy Eric Swint		invoiceadmin@ac.ocgov.com monica.mccoy@ac.ocgov.com eric.swint@ac.ocgov.com
County Emergency Operations	Michelle Anderson Kevi McArthur	714.628.7054 714.612.6710	anderson@ocsheriff.gov kmcarthur@ocsd.org
Fund 728			
Gopher Control	Doug Sweeney	949.439.6615	
ISDOC (Independent Special Districts of OC		714.963.3058	

LAFCO	Elizabeth Emergy	714.640.5100	cemergy@oclafco.org
Landscape Company	Specialized Treeworks/Andrew, Shaun, Linda	714.714.5859	shaun@specializedtreeworks.com
OC Parks	Pam Passow		Pam.Passow@ocparks.com
Supervisor	Don Wagner Tara Campbell, Chief of Staff Al Tello, Field Rep	714.834.3330 714.949.5836	Donwagner.ca68@gmail.com Tara Al.tello@ocgov.com
Team Rubicon	Danny Graham	949.413.4352	Danny.graham@teamrubiconusa.org